



**Information Technology  
Equipment Loan Agreement  
for Employees Working Remotely  
due to COVID-19 Emergency**

I hereby agree to the following terms and conditions when borrowing equipment from Suffolk County Water Authority's Information Technology Department.

**Use:**

The equipment shall be used for SCWA purposes only.

**Initial Equipment Condition:**

- The equipment has been tested prior to loan and has been verified to be functioning properly.
- The equipment will be reset upon return; all content will be erased and no longer available to me.

**Damages:**

- I am responsible for reporting any damages or equipment malfunctions immediately.
- I am responsible for all damages due to accident, neglect, abuse, or loss once this item has been checked out. In the event of damage or loss, full replacement value and/or all costs associated with repair or replacement of the equipment loaned will be billed to me

**Lateness:**

- I agree to return the equipment to the Information Technology Department no later than the closing time on the day I return to work.
- I will be charged for the **full replacement cost** of the item if it falls more than 5 days overdue.

I certify that I have read and accept my responsibility related to the loan of this equipment. I agree to adhere to the guidelines and policies. I understand that I personally am responsible for this equipment and may not loan it to a third party. I assume responsibility for all risk of loss or damage to the equipment.

\_\_\_\_\_  
SCWA ID Number

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Home or Cell Phone Number

\_\_\_\_\_  
Date