

Danville Area Community College
Technology Equipment Loan Program (TELP) Request Form

*For Students, Faculty & Staff

SECTION TO BE COMPLETED BY PERSON REQUESTING TELP. Please Print!

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|---|--|---|
| Last Name: | | |
| First Name: | | |
| Student/Employee ID#: | | |
| Phone Number: | | |
| Date Form Completed: | | |
| What semester is the equipment needed? Please indicate the term and the year: | | |
| <input type="checkbox"/> Fall _____ | <input type="checkbox"/> Spring _____ | <input type="checkbox"/> Summer _____ |
| Please check the equipment you are requesting. Items with a # do not need to be returned. | | |
| <input type="checkbox"/> Laptop | <input type="checkbox"/> Mobile/Wi-Fi Hot Spot | <input type="checkbox"/> Webcam *Not needed if requesting a laptop. |
| <input type="checkbox"/> Laptop Backpack | <input type="checkbox"/> Headphones # | <input type="checkbox"/> Flash Drive # |
| CONDITIONS OF LOAN PROGRAM: | | |
| Recipient agrees to the guidelines and fees as stated below: | | |
| <ol style="list-style-type: none"> 1. The assigned DACC equipment must be returned at the end of the semester in good condition. Good condition is defined as a) No noticeable scratches or impressions; b) No cracks, missing buttons, frayed wiring; and c) All accessories and capabilities must be functional. 2. If the equipment is NOT returned, damaged, lost or stolen at the end of the contract, your DACC account will be charged the replacement cost for each item and you will not be able to borrow any additional equipment from the Technology Equipment Loan Program. 3. Once your request is approved, you will pick up your equipment at the Testing & Academic Services department (in Cannon Hall, Room 103) with a DACC Student ID Card or a State issued identification card. | | |
| By signing this contract, you acknowledge and agree to the terms set by the Technology Equipment Loan Program in order to borrow the equipment noted above. | | |
| Recipient Signature: _____ | | Date: _____ |

*****FOR OFFICE USE ONLY*****

This section is to be completed by DACC TELP Program Specialists

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|--|-------|
| Request Approved By: | Date: |
| Date Request Entered on Inventory Form: | |
| Date Equipment Distributed: | |
| Equipment Identifiers (for Laptops and Hotspots): | |
| Date Equipment Returned: | |
| DACC Staff Receiving Equipment: | |
| Notes about the condition of the equipment returned: | |

Please return completed form to DACC Testing & Academic Services Department, Cannon Hall, Room 103.
 For more information, please call 217-443-8708.