

Behavioral and Social Sciences Computing

BSS COMPUTING CARTS Equipment Use Authorization

Faculty/Staff Name: _____

Department: _____ Phone Number: _____

Course No.: _____ Classroom Location: _____

Reservation Date and Time: _____

CART POLICIES

1. All equipment is shared throughout the entire College of Behavioral and Social Sciences. The Equipment is made available on the basis that there is no conflict with instructional requirements during this time.
2. Faculty/Staff are allowed to reserve any of the carts. If a student requires the cart, they must request the reservation through their professor in the class. Faculty/staff may designate 1-4 students in their class to pick-up and return the equipment. However, the faculty/staff shall still bear the burden of financial responsibility.
3. Do not remove or alter any of the equipment. Please leave all equipment as you checked it out. If there is any problems with the equipment setup, please report problems to BSS Computing at bsshhelp@sfsu.edu for future references.
4. No software can be installed on the computer. If you require any particular software install, please make a software request at least 3 days before your scheduled class through Mei Chin at bssadm@sfsu.edu.
5. Return the equipment as you had received it immediately after class to the BSS All-University Lab in HSS 383. If your evening class ends after the Lab closes, please make pre-arrangements for the return of the cart by the following morning at 9:00 a.m.

Designated Students to Pick-Up Equipment:

Student Names	Student ID No.
1.	
2.	
3.	
4.	

The faculty/staff member reserving the equipment is financially responsible for any repairs or replacement costs that rests with the borrower. In the event that the carts are not returned or is lost, the total cost of purchasing new equipment will be borne by the borrower who signs and accepts this responsibility.

Signature of Borrower

Date

RESERVED: _____

