

National Chengchi University Graduate Program in Digital Content and Technologies Equipment Loan Form

Date: / / (YYYY/MM/DD)

Borrower's Student ID:	Borrower's Name:
Phone Number:	Email:
Property Number/Name:	Included Accessories:
Purpose of borrowing:	
<input type="checkbox"/> Pay a deposit of \$500 <input type="checkbox"/> Submission of documents (ID card / health insurance card / student ID card / other _____)	
Loan period: / / (YYYY/MM/DD) to / / (YYYY/MM/DD)	
Borrower's Signature: _____ Custodian Signature: _____	
Notes: <ol style="list-style-type: none"> 1. Members of the Department of Information Science or related programs may borrow equipment for courses, competitions, or research needs. 2. Borrowers are responsible for the safekeeping of borrowed items and are strictly prohibited from lending them to others without permission. 3. The standard loan period for equipment is one week. If an extension is required, a reason must be provided. 4. Upon the end of the loan period, borrowers must return the equipment. In case of damage or loss, the borrower is responsible for repair or compensation. 5. When returning equipment, borrowers must ensure the custodian has signed off on the return. Without the signature, the equipment is considered not yet returned. 6. For equipment valued over NT\$10,000, a deposit of NT\$500 or a valid ID must be submitted. 	
Records of restitution status	
Return Date (YYYY/MM/DD):	Custodian Signature: