

Satellite Phone Sign Out Agreement

Name:	Due Date + Time:
Email:	Phone ID#
Initial Check out:	Dean's Office:

Conditions of use

- Never leave the equipment unattended! Please keep the phone secure.
- Please handle the equipment carefully. Travelers assume full responsibility for damage, loss or theft.
- Phone is for Official Academy Business - unauthorized phone calls will be charged to borrower.

Loss or damage charges

- Borrowers of electronic equipment assume full responsibility for damage, loss or theft. If damage occurs to the device or accessories, charges for repair or replacement will be imposed. This fee will be calculated at the cost of the equipment and associated accessories of the same brand, model and configuration - or the nearest comparable model.
- Equipment is considered late if not returned by the due date above. Any late rental charges will be my responsibility.
- At the equipment return, Dean's office staff will verify that the equipment is in good condition and that no components are missing. This may take 5 - 10 minutes.

I understand that I am fully responsible for the safe and timely return of Satellite phone equipment to the office of the Dean of Undergraduate studies. I agree to adhere to MMA policies for access and use of Academy owned electronic resources and equipment. I acknowledge that I have read and understand the Borrowing and Use Policies. If loss or damages occur, I understand that I am responsible for all charges.-

REPLACEMENT COST : \$2250+ calls made before phone is blocked.

Borrower Signature:	Received Date:	Home/Cell Phone:

Academic Affairs

Date:

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