

Incubator Program Loan Equipment Form

SECTION 1 – Instructions

The AIE IT department offers equipment for loan to graduated students who have been accepted for entry into the Incubator program. Equipment is available for loan with a fixed return date. For more information please see *Incubator Loan Equipment and Services Policy and Procedure* available at aieincubator.com.au.

Please submit completed *Incubator Program Loan Equipment Forms* to it@aie.edu.au.

For enquiries, please contact the AIE IT Department via email (it@aie.edu.au) or phone (02 6163 9500).

SECTION 2 – Incubator Participant Details

Name: _____ Email: _____

SECTION 3 – Loan Details

Asset Label(s): _____

Collection Date: _____ Return Date: _____

SECTION 4 – Terms and Conditions

The Incubator participant agrees to:

- The safekeeping of the equipment/asset detailed above and to return all original items and components on the Return Date.
- Pay an expense claim for the reasonable repair or replacement of the equipment and/or components in the case of loss or damage.
- Be solely responsible for licensing and the installation of any software and operating systems.
- Remove any user-performed upgrades before returning the equipment/asset.

SECTION 5 – End-of-Term Options

At the Return Date, the Incubator participant has 2 available end-of-term options:

1. Return the equipment/asset and all original items and components by the Return Date.
2. Purchase of the original items and components at an agreed fair market value.

SECTION 6 – Signature

Signed: _____ Print Name: _____

IT OFFICE USE ONLY

Service Desk Ticket Number: _____ Purchase Number: PUR- _____