



NMSU Grants Student Equipment Loan Program

The NMSU Grants Student Equipment Loan program is provided solely to support student academic needs during Fall, Spring and Summer semesters. The Student Equipment Loan Program is managed by NMSU Grants IT Office located in Martinez Hall Room 122 in collaboration with campus Student and Business Services. This equipment loan service provides students' access to Laptops for loan based on a limited supply provided by the college for this service and on a first-come, first loan basis.

Equipment is due back by 4 p.m. the final day semester classes end. If, after eight (8) days, the device is not returned as agreed or a renewal form is not filled out, the replacement cost of item(s) will be applied to the student's account. Holds will be placed on transcripts and registration until the issue is resolved. Students who do not comply with this return policy will be considered to have unauthorized possession of the State of NM property.

Student account will be billed if equipment is lost, stolen or damaged. A hold on student's transcript and/or registration will be placed until equipment is returned or replacement cost is paid.

	Cost
Laptop is Lost/Stolen/Not Returned	\$1000
Damage beyond repair	\$1000
Damage that can be fixed	Cost varies depending on IT's evaluation of damage.
Laptop charger replacement	\$30.00
Laptop Case/Bag	\$50.00

Standard Laptop Software (as of Fall 2022)

- Adobe Reader
- Firefox
- Chrome
- VLC
- Zoom
- User may add additional software

****For more questions or issues with equipment, please contact the Grants ICT Office at 505-287-6666/grantsit@nmsu.edu. Please do not take equipment to a 3rd party repair shop NMSU Grants will not reimburse any charges.***



To Initiate or Renew a Loan of NMSU Property-BPM Section 4A.35. **Please attach a list if more than 3 items.**

SECTION 1: REQUESTOR INFORMATION

Student Name: _____ Aggie ID: _____

E-mail Address: _____ Mailing Address: _____

Physical Address: _____ City: _____ State: _____ Zip Code: _____

Work Phone Number: _____ Home Phone Number: _____ Date (mm/dd/yyyy): _____

SECTION 2: REQUEST DETAILS

☐ To Initiate a Loan of NMSU Property ☐ To Renew a Loan of NMSU Property **laptop has a case**

Condition of Equipment:

NMSU Tag Number	Equipment Description	Price
1.		
2.		
3.		

Loan Dates: Start Date: _____ End Date: _____

Business Justification for Home/Off-Campus Use of Equipment: _____

SECTION 3: REQUESTOR APPROVAL

I certify that the equipment will be used for educational purposes relating to my courses at NMSU and in accordance with established University policies. I will secure the equipment to prevent theft and will utilize password security and virus protection to prevent unauthorized access or damage to University systems and data. I will return the equipment to the University within 3 days of any written request and no later than the end date specified above. I acknowledge that I am responsible for the timely reporting of lost, stolen, or damaged equipment (within three business days of the incident). I accept responsibility for returning the equipment in good condition, normal wear excepted. I acknowledge that if the equipment is lost, stolen or damaged through my carelessness or intentional actions, I am responsible for paying for the cost of replacing the equipment as reasonably determined by the University and the University will make a charge against my student account for that cost.

Student Printed Name: _____ Signature: _____ Date: _____

SECTION 4: OFFICIAL APPROVAL / Delegates permitted per BPM Section 2.05

Printed Name: _____ Signature: _____ Date: _____
Dean/VP/CC President/Dept Head/Student Services

RETURN OF EQUIPMENT

Condition of Equipment: _____

Property Custodian Printed Name: _____ Signature: _____ Date: _____

IT staff issuing device: _____ Signature: _____ Date: _____