**CLARK ATLANTA UNIVERSITY**

**LAPTOP LOAN PROGRAM (LLP)**

**RETURN INVENTORY FORM**

**Activity Name:** UTASP & GTASP (Title III Laptop Loan Program)  
**Date:** ______________________

**Student Full Name** (Please print)  
**CAU 900 #**

**Permanent Address**  
**City**  
**State**  
**Zip Code**

**Student Home Phone Number**  
**Cell Phone Number**  
**Alternate Number**

**CAU Email**  
**Alternate Email Address**

**Student Status:**  
- Graduate  
- Undergraduate  
**Degree Program:** ______________________

**Reason for Return** (Please select all that apply.)

- [ ] I have my own personal computer (PC, laptop, desktop, tablet, etc.).
- [ ] I do not wish to be responsible for the laptop.
- [ ] I plan on using the computer labs on campus.
- [ ] I no longer need a laptop to successfully complete my coursework.
- [ ] Other _________________________________________________________________

By signing below, I certify that the equipment item(s) was returned to CAU. I also understand that I may be held liable for any damage done to the item while in my possession.

Signed: ____________________________  
**Date:** ______________________

*Initial Recipient of Equipment/Furniture*

**OFFICIAL USE ONLY**

<table>
<thead>
<tr>
<th>Manufacturer Model #</th>
<th>Service Tag #</th>
<th>Unit Purchase Price</th>
<th>CAU Tag #</th>
<th>Title III Tag #</th>
<th>Power Cord Returned (Yes/No)</th>
<th>Unit Replacement Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dell D530</td>
<td></td>
<td>$999.00</td>
<td></td>
<td></td>
<td></td>
<td>$55.00</td>
</tr>
</tbody>
</table>

**Condition of the Equipment:**  
- [ ] NEW  
- [ ] USED  
- [ ] DAMAGED

**Comments:**

__________________________________________

**Received By (Administrator’s Name)**  
**Signature**  
**Date**