

	BORROWER'S FORM	Document No: FM-IP-13-03
		Effective Date: January 20, 2020

Please complete this form and forward it to Office of Int'l Career and Exchange Programs for approval.

Name of Applicant:	_____	☐ Student	☐ Teaching	☐ Non-Teaching
Prog./School/Dept:	_____	Gender:	☐ Male	☐ Female
Phone Number:	_____	Student No./Employee No:	_____	
Mobile Number:	_____	Email:	_____	
Item/s:	_____	Quantity:	_____	
Date of Use:	_____	Venue:	_____	
Time:	☐ All day _____	Purpose:	_____	

Borrower's Agreement

Once the borrower has examined the board to ensure that it is suitable for his/her purposes, he/she must agree to abide by all the terms and conditions of this policy including, but not limited to, using the item/s exclusively for official school activities. Borrower will take due care, follow all rules and accompanying instructions only for the purpose for which it was designed. The borrower agrees to accept responsibility for the maintenance, control, and safekeeping while it is signed out in his/her name and to return the item/s in good order and condition as it currently is, ordinary wear and tear alone excepted. Should the borrowed item/s be lost or damaged during the period that it is signed out in the Borrower's name, the Borrower agrees to take in hand appropriate measures.

The Borrower will abide by all the ICEP policies re proper use of collapsible frame.

I agree to the Borrowing Policy and Borrower's Agreement. I understand the terms and conditions stated in the Borrower's Agreement, and will adhere to them accordingly. I agree to read and adhere to the ICEP Policies and Regulations while using borrowed item/s. I understand and agree that the borrowed item/s is my responsibility and that I may incur financial penalties for any equipment damage or loss.

I also allow Mapua to use the information which I supplied for legitimate purposes specifically for regulation and documentation of borrowers of ICEP materials/property, and I also authorize the processing of such information only by authorized personnel in accordance with Data Privacy Policy of the University

 Signature over printed name
Borrower
 Date: _____

Approved:

ENGR. ROSETTE EIRA E. CAMUS
Director for International Career and Exchange Programs

For ICEP use only:

Date of Return: _____
Checker: _____ **Signature:** _____
Remarks: _____