



CIA Equipment Checkout Proxy Privilege Agreement

Please print:

Name: _____

Department: _____

Phone: _____

I am requesting that the following person be able to borrow Checkout equipment on my behalf, using my CIA Checkout account:

Name: _____

The person you designate as a proxy will be asked to show a CIA ID to borrow Checkout equipment on your behalf.

Check one:

Proxy is	CIA student	CIA Technical Specialist
	CIA staff	

I understand that I am responsible for all CIA Checkout loans made by my proxy and agree to:

- pay any late fees and
- pay for any lost or damaged Checkout Equipment.

I will notify the CIA Checkout staff immediately if I decide to stop proxy privileges for the person designated above.

Signature: _____ Date: _____

-----For Office Use Only-----

Expiration date: _____ Proxy note added to Patron record: _____

CIA student = last due date of current semester
 CIA TS = end of fiscal year, or end of employment, whichever comes first
 CIA staff = end of the fiscal year, or end of employment, whichever comes first

Staff signature: _____

Notes: