Computer Loan Project Protocol

1. Alliance Schools submit a request for computers;
   a. Number of computers needed
   b. Purpose (Improve access to college for students, families, teachers, counselors)

2. The following must be discussed during a meeting/phone conference with the school:
   a. A meeting/phone conference will be held with IT staff from school and CSU.
   b. This meeting will determine if computers and associated equipment (monitors, mouse) will be compatible in the Alliance school
   c. Equipment is provided “as-is” and without warranty.
   d. Service and maintenance will be the responsibility of the Alliance school

3. Computers must be returned to Colorado State University upon completion of use

4. Consequences for not returning the computers will be also addressed –
   a. Alliance Partnership is responsible to pay the university for unreturned computers

5. CSU branding stickers will be placed on computers

6. Date and delivery is determined.

7. A Memorandum Of Understanding for Computer Loan must be signed by designated school officials

8. Acknowledgement of receipt of computers upon delivery will be signed by Alliance School and CSU staff
   a. Receipt listing the serial numbers of computers must be signed