Associated Students, Inc.
California State University, Dominguez Hills
Laptop Rental

Purpose
Associated Students, Inc. has adopted this policy for the control of laptops to be rented to students on a weekly basis. Procedures for the laptop rental are under the internal control of the ASI General Manager.

Policy
Associated Students, Inc. will rent laptops at a price of $10.00 per week each to students during regular business hours on a cash only basis. Any student returning a laptop late will be charged a fee of $20.00 per day.

Two laptops will be available, at no charge, for official ASI business for ASI Senate and staff upon approval of the General Manager.

Procedures
Laptops are reconciled once a week, preferably on Fridays. Audits of all cash transactions are performed at the closing of each week – and deposits for cash received are made the next business day.

Appointments are required before any student can rent out a laptop.

- Appointments are arranged for next day rental service, and can be made in half-hour intervals between the hours of 8:30 AM – 4:30 PM. Same-day appointments are possible during midterms or the week before finals – if, and only if, there are enough laptops available.
- There are absolutely no appointments made during finals week.
- No more than eight (8) appointments per day should be scheduled Monday through Thursday; and four (4) on Fridays.
- Students may make appointments either through telephone, or in person.
- At the time of appointment, Student Assistants must:
  - Inform the customer that they will need to bring 1) a valid ID (Drivers License, CA Identification Card, or Passport), a valid CSUDH student ID, and 3) $10.00 cash for rental of the laptop.
  - Ask which day (Mon. through Fri., and day of month) the customer would like to come in for an appointment.
  - Get Laptop Appointment Book and turn to the day when the customer will come in. In the appropriate ½ hour time slot, write in the customer’s name and phone number.
  - Confirm the appointment by repeating the date and time to the customer.

Laptop Rental
- Obtain from the customer his/her valid ID and verify with name in Appointment Book
- Laptop
  - Select the next available burgundy folder in the “Ready” bin. Note the number of the computer on the burgundy folder.
  - Obtain the laptop and carrying case with the same number as the folder.
  - Bring the folder, laptop and carrying case to the front desk
**Rental Payment**
- Fill out the Receipt Log.
- Obtain $10.00 from the customer, and place it in the cash box for Laptop Rentals.
- Give all to the customer the receipt and change (if any), making sure to count out the change in front of him/her.

**Paperwork.**
- Complete the Laptop Use Agreement and Check Out Verification.
- Complete the Master Rental Agreement.
- Return all paperwork to the burgundy folder.
- Complete the Laptop Reconciliation Sheet for current week. Locate today’s section. Find the laptop number that is to be rented and place an “X” in the “Rent” column. Place a continuous arrow through to the date when the laptop is due for return. Then place an “X” in the “Service” column for the next two days.
- Place the burgundy folder in the “Rented” bin.

**Laptop Returns**
- When the student returns with the laptop, obtain the appropriate burgundy folder from the “Rented” bin.
- Complete the Laptop Check In Verification form and place the form in the burgundy folder.
- Complete the Laptop Reconciliation Sheet. Find the laptop number that is being returned and place an “X” in the “Return” column.
- If the laptop is late, see the procedures for Overdue Returns.
- Place the burgundy folder in the “Returned” bin.
- Return the laptop to the security cabinet, plug in the laptop. Return the carrying case to its proper location.

**Overdue Returns**
- In the event a student returns a laptop past the return due date, they are subject to a fine of $20 per day.
- Complete the Laptop Reconciliation Sheet. Find the laptop number that is being returned and place an “X” in the “Late” column for on each day the laptop was late.
- For a late payment:
  - Fill out the Receipt Log.
  - Obtain the appropriate amount from the students (for example, if the person is 3 days late, multiply 3 x $20) and place in the cash box.
  - Give the student a receipt and may change (if any), making sure to count out the change in front of him/her.

**Missing or Damaged Equipment**
- In the event a student returns a laptop with missing or damaged equipment, they are responsible for the cost of replacing or fixing the equipment.
- Record what equipment is missing or damaged on the Laptop Check In Verification form.
- The student will be contacted to inform him/her of the amount owed.
- After being notified, the student will have five business days to submit the funds to ASI.
- The burgundy folder should be given to the Assistant General Manager (not placed in the return bid).

**Technology Assistant**
Retuned Laptops
- Each day, the Technology Assistant will take the burgundy folder(s) in the “Returned” bin and obtain the appropriate laptop(s).
- The laptop’s Deep Freeze will be thawed. The anti-virus definitions and Microsoft updates will be updated and current. Deep Freeze will be reactivated.
- The Master Agreement, check out and check in forms will be filled. And new paperwork placed in the folder.
- The folder will be placed at the back of the “Ready” bin and the computer returned to security cabinet.

Laptop Reconciliation
- The Technology Assistant will be responsible for counting all laptops at the end of each week. Laptops will be verified with the Laptop Reconciliation Sheet. The reconciliation sheet, noting any inconsistencies, will be given to the Assistant General Manager by the end of the business day on each Friday.
- In the event a laptop has not been returned by the due date, the Technology Assistant will call the students at the end of the week to remind the student the computer is late. The student will also be notified that computers over 5 business days late will be considered stolen and reported to University Police.
- At the end of each semester, a complete reconciliation will be performed. All equipment for each laptop will be accounted for and report given to the General Manager.

Missing or Damage Equipment
- In the event equipment is missing or damage, the Technology Assistant will work with the Assistant General Manager in obtaining replacement and repair.

Stolen Equipment
- If equipment is stolen while in the possession of a student, the student should make a report with University Police. A copy of the report should be given to ASI and placed in the appropriate burgundy folder.
- If the laptop is over five business days late, the Assistant General Manager should file a report with University Police, assuming the equipment is stolen.

Deposits
- The Assistant General Manager should reconcile the monies in the Laptop Cashbox at the end of each week, complete appropriate paperwork, and deposit the funds with the University.