Danville Church-Based Tutorial Program, Inc.

COMPUTER REQUEST FORM

Name of Church/Site \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Coordinator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City and State Zip Code

Telephone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HOW MANY COMPUTERS ARE AT YOUR SITE NOW? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**HOW MANY COMPUTERS ARE REQUESTED?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check the following security features/methods used to house DCBTP items (equipment, supplies and/or materials).

* security system
* secured room or area
* other (explain below)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# Computer Placement Agreement

*Upon placement of these computers:*

1. *We promise to take full responsibility/liability for each computer listed above.*
2. *We promise to provide adequate insurance coverage for each computer listed above.*
3. *We promise to pay the insurance deductible should any computer be lost, damaged or stolen.*
4. *We promise to return each computer if and when the church’s tutorial program is discontinued.*

* We understand that the terms of the ***Computer Placement Agreement*** are legally binding.

*Site Coordinator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Pastor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

* *This form must be returned before computers are issued.*