The Prince Philip Dental Hospital

Guidelines for Temporary Loan of PPDH-owned IT Items

1. Anyone who borrows any PPDH-owned IT items (including but not limited to portable computers, portable storage devices, authentication card and so forth) temporarily from IT Office should fill in and sign Part 1 of the Form PPDH 1043 beforehand and complete Part 2 when returning these items.

2. If Hospital employees would need to temporarily borrow any PPDH-owned IT items from IT Office to be used inside the Hospital building, approval from a SA or above is required.

3. In the event that Hospital employees really need to bring any Hospital's equipment items outside the Hospital's premises for official purposes, they should provide justifications for the written approval of HA1 or above (or SHA1 or above if the requestor is HA1).

4. Should portable electronic storage device be involved, Hospital employees should also refer to Part X on "Portable Electronic Storage Devices" of the Regulations Governing Use of Computers and Portable Electronic Storage Devices.

5. The Form PPDH 1043 would be kept by IT Office in a box folder "PPDH 1043 - Temporary Loan of PPDH Inventory Items".

6. Hardware inspection should be done by ASA or ITA (if appropriate) to ensure the returned item(s) are in good condition before acknowledging receipt during the return process.

7. ASA or ITA should monitor the situation and remind the borrower to return the loan item(s) by e-mail after the due date for return.

The Prince Philip Dental Hospital

Record of Temporary Loan of PPDH-owned IT Items

(to be kept by IT Office)

Note – 1. For suppliers, a business card should be attached to the Loan Form.

Note – 2. The borrowing period cannot exceed three months but can be renewed under the same procedure.

Note – 3. All inventory items are property of PPDH and are not allowed to be transferred to a third party irrespective for how long and for what purposes.

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Part 1: Details of the Temporary Loan (must be completed at the time of temporary loan)

Date: _____

Item Description: Portable Computer / Portable Storage Device / Authentication Card / Others*

*Delete as appropriate

Please specify (if choose "Others"): _____

Serial number (if any): _____

Quantity: _____

PPDH Inventory code: _____

Expected Date of Return: _____

Undertaking (Borrowing Party)

I am responsible for the safekeeping of the item(s) detailed above and returning all item(s) on the date specified.

I am liable to a claim for reimbursement or compensation arising from any loss or damage to the item(s).

	Signed by (Borrowing Party)	Approved by (IT Office)
Signature:	_____	_____
Name in block letters/ post:	_____	_____
Contact Telephone (Mobile/ Ext. No. & e-mail):	_____	_____
Discipline/ Unit/ Supplier:	_____	_____

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(to be kept by ITO)

Part 2: Return of the IT Inventory Item (must be completed at the time of return)

Date: _____

I confirm that the borrowed item(s) _____ are in good condition.

Signed by
(Borrowing Party)

Signature: _____

Name in block letters/ post: _____

Discipline/ Unit/ Supplier: _____

Part 3: For IT Office Use Only

I confirm that the above item(s) have been returned in good condition.

Signature: _____

Name in block letters/ position: _____

Date: _____