**Technology Equipment Loan for Employees**

<table>
<thead>
<tr>
<th>Date Borrowed:</th>
<th>Due Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Name:</td>
<td>Email:</td>
</tr>
<tr>
<td>Department:</td>
<td>Phone:</td>
</tr>
</tbody>
</table>

### Equipment Type

<table>
<thead>
<tr>
<th>Equipment Type</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows Laptop</td>
<td>Apple MacBook</td>
</tr>
<tr>
<td>iPad</td>
<td>Response Card Clickers</td>
</tr>
<tr>
<td>Portable Data projectors</td>
<td>Mobile Broadband Hotspot</td>
</tr>
<tr>
<td>Digital Camcorders</td>
<td>Cellular Telephone</td>
</tr>
</tbody>
</table>

### Request Details

**Please note the instructional or business need:**

### Loan Guidelines

**Borrower: Please read these guidelines and sign below to acknowledge.**

- I agree to return equipment to the IT Service Desk by 4:00 pm on the due date.
- I agree to install only licensed software on the loaned equipment and will consult with IT Service Desk staff if I have any special software requirements.
- I am responsible for ensuring that any files or programs that I may store on the loaned equipment are deleted before returning the equipment. I understand that files will not be retrievable after I return the equipment.
- I assume full responsibility for the equipment while it is loaned to me and will immediately report lost or stolen equipment to both the Campus Police and the IT Service Desk.

**I agree to the loaner program guidelines stated above.**

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
<th>Comments</th>
</tr>
</thead>
</table>

**I have completed the check-out: (to be completed by IT staff)**

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Information Technology  
Equipment Loan for Employees.docx  
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Loan Equipment Checklist

<table>
<thead>
<tr>
<th>Item</th>
<th>Check-Out:</th>
<th>Check-In:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed Loan Form</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Equipment</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Equipment Battery</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Laptop Power Supply &amp; Cable</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Equipment Powers on OK</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Verify Battery is Charged (laptop)</td>
<td>☐</td>
<td>n/a</td>
</tr>
<tr>
<td>Power off Equipment</td>
<td>n/a</td>
<td>☐</td>
</tr>
<tr>
<td>Plug in for Recharging</td>
<td>n/a</td>
<td>☐</td>
</tr>
<tr>
<td>Other:</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

| Date:                                     |            |            |
| Help Desk Staff Initials:                 |            |            |
| Borrower’s Initials:                     |            |            |

Service Desk Staff: Verify each item and initial for Check-Out and Check-In.