



Date Borrowed:	Due Date:
Employee Name:	Email:
Department:	Phone:

Equipment Type

Windows Laptop	Apple MacBook
iPad	Response Card Clickers
Portable Data projectors	Mobile Broadband Hotspot
Digital Camcorders	Cellular Telephone

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.

Signature	Date	Comments

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

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Loan Equipment Checklist

Loaner #:

Track-It #:

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

Item	Check-Out:	Check-In:
Completed Loan Form	<input type="checkbox"/>	<input type="checkbox"/>
Equipment	<input type="checkbox"/>	<input type="checkbox"/>
Equipment Battery	<input type="checkbox"/>	<input type="checkbox"/>
Laptop Power Supply & Cable	<input type="checkbox"/>	<input type="checkbox"/>
Equipment Powers on OK	<input type="checkbox"/>	<input type="checkbox"/>
Verify Battery is Charged (laptop)	<input type="checkbox"/>	n/a
Power off Equipment	n/a	<input type="checkbox"/>
Plug in for Recharging	n/a	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>

Date: _____

Help Desk Staff Initials: _____

Borrower's Initials: _____