STONEHILL COLLEGE

Technology Equipment Loan

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

Equipment Type (note number of devices and serial numbers)

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 Help Desk by 4:00 pm on the due date.

- I agree to install only licensed software on the loaned equipment and will consult with Help 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 help Desk.

I agree to the loaner program guidelines stated above.

Signature	Date	Comments

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

Loan Equipment Checklist

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

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

Help Desk Staff Initials: _____ _____

Borrower's Initials: _____ _____