



Equipment Loan for Employees

Date Borrowed:	Due Date:
Employee Name:	Employee Username:
Phone:	

Equipment Type (note number of devices and serial numbers)

	Windows laptop		Laptop
	iPad		Mobile broadband hotspot
	Portable projector		Global cell phone
	Digital video camera		Cellphone

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 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 ticket #:

Service Desk Staff: Verify each item and initial the appropriate fields.

	Check-Out:	Check-In:
HP Laptop: Laptop, battery, power supply & cable	☐	☐
Apple iPad: iPad, bag, cover and power supply	☐	☐
Camera Canon Vixia HF R400:		
Pearstone camera bag	☐	☐
2 Canon batteries	☐	☐
1 Canon CA-110 AC Power adapter	☐	☐
1 Lavalier wired microphone with mini input	☐	☐
1 Quarter inch to mini adapter for lavalier	☐	☐
1 USB cable to mini-USB cable	☐	☐
1 Mini-HDMI to HDMI cable	☐	☐
Service Desk Staff Initials:	_____	_____
Borrower's Initials:	_____	_____