

Technology Equipment Loan Form

BORROWERS ARE RESPONSIBLE FOR LOSS/DAMAGE TO TECHNOLOGY EQUIPMENT

A minimum of two business days advance notice is required to ensure technology equipment availability

Technology Equipment Loan Form

Name: _____ Department: _____

Phone: _____ E-mail: _____

Department Head: _____

Cart/Case/ Laptop/Projector ID _____

Mouse: yes no

Reason Technology Equipment is being borrowed: _____

Location where borrowed equipment will be used: _____

Terms of Loan:

The Technology Equipment indicated above is the property of the [REDACTED] and is to be used only for the purposes indicated in the borrowing policy.

Period of loan: From _____ To _____

Restrictions of use: _____

I have read and understand the equipment borrowing policy detailed above.
I understand that I am responsible for damage or loss of the above equipment while it is in my care, custody, and control.

Signature of borrower: _____ Date: _____

Authorized by: _____ Date: _____

Complete upon return of loaned equipment: I, _____ (print name),
acknowledge receipt and inspection of the equipment listed above.

Remarks: _____

Signed: _____ Date: _____

Loss Control #

Police Report #