



IT Loaner Laptop Request Form

In support of the CoVID-19 Response, IT has a limited number of laptops that can be loaned to critical staff who do not have appropriate technology to work remotely. Laptops will be loaned only for the duration of the CoVID-19 response period. Submission of this request does not guarantee that you will receive a loaner laptop. Decisions will be made in accordance with institutional needs and availability.

Department:

Job Functions:

Business Justification/Need:

Primary Contact Person:

Contact Phone:

Employees who need loaner laptops

First Name	Last Name	Contact Phone Number

Director/Dept Head’s Name

Department Head’s Signature