

Staff Equipment Loan Request Form Template

All questions are optional. Follow each question's directions.
Write your answers to the open questions in the space provided.

This example shows a staff equipment request and does not reserve or issue a device.
All fields are optional. Use your organization's approved channel for a real request.
Do not enter passwords, access codes, confidential files or personal account details.

1. What name and work contact should the coordinator use?

2. What type of equipment are you requesting?

- ☐ Laptop
- ☐ Tablet
- ☐ Monitor
- ☐ Projector
- ☐ Audio or video equipment
- ☐ Accessory only
- ☐ Another item
- ☐ Advice on a suitable item

3. What work task must the equipment support?

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4. When would you need to collect the equipment?

5. When do you expect to return it?

6. Which software, connections or accessories are essential for the task?

7. Where would you prefer to collect and return the equipment?
