

# How do I request a loaner?

## Answer:

Staff and faculty may request IT equipment such as laptop, projector, tablet, etc. Requests require department head authorization and the expense of any damaged or non-returned equipment will be charged to the requesting department. Loan of equipment is based on availability, not all requests may be fulfilled. Loaned equipment must be returned within 30 calendar days of pickup unless given previous approval by the CIO or Director of Client Services.

Students may request the loan of equipment via the Library. [Click here for details.](#)

## To make a request:

1. To check out a loaner, you need to fill out the loaner equipment form on our [Technology Support](#) portal.
2. Locate the Equipment Loan Services link, and click it.
3. Fill out the Service Desk Loaner Form sections
  - a. The items in bold are required.
    - i. **Summary:** Brief Description of what the Loaner is for
    - ii. Department (optional)
    - iii. Location (optional)
    - iv. Equipment Delivery Deadline (optional)
    - v. Scheduled Equipment Return Date (optional)
    - vi. Description (optional)
    - vii. **Approvers:** Department Head Approving the Loan Request
4. Once you have entered the necessary information, click Create to make your Loan Request ticket.
5. Once you have created your ticket, it can be followed under your Requests tab which can be found in the upper right corner of the Service Desk page.
6. When the Loan Request has been approved, you will be notified by e-mail when it is ready for pick up.



Loan Requests require Dept. Head approval.

## Related Articles

- [How do I request a loaner?](#) (Knowledge Base)