



**Plainfield Board of Education**  
*Information Technology Department*

**Computer Equipment Loan Form**

This form must be completed prior to temporarily assigning any district computer components or peripherals.  
*Loan duration will be approved on a case-by-case basis by the IT Director.*

Loaned to:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Location: \_\_\_\_\_

Signature: \_\_\_\_\_

Requested Loan Duration From: \_\_\_\_\_ To: \_\_\_\_\_  
(Date)

Approved Loan Duration From: \_\_\_\_\_ To: \_\_\_\_\_  
(Date)

IT Director Initials \_\_\_\_\_

Computer Equipment/Peripheral Information:

Item (Laptop, desktop, etc)	Make (Gateway, HP, Dell etc.)	Model (3400, Inspiron 3000, etc.)	Asset Tag # (6 digits) If no tag, indicate "No tag"	Serial #

Condition:    Good                       Fair                       Poor

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employee Signature: \_\_\_\_\_

IT Signature upon return: \_\_\_\_\_ Date returned: \_\_\_\_\_