



Plainfield Board of Education
Information Technology Department

Technology Equipment Loan Form

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

Loaned to:

Name: _____

Phone: _____

Location: _____

Signature: _____

IT Signature: _____ Date: _____

Due Date: _____

Technology Equipment Loan Form	
Item	
Make/Model	
Serial #	
Asset Tag #	
Item	
Make/Model	
Serial #	
Asset Tag #	

Other: _____

Signature upon return: _____

IT Signature upon return: _____ Date returned: _____