Regina Coeli Child Development Center
Head Start and Early Head Start

<u>Tech Temporary Loaner Form</u>

The purpose of these Technology Temporary Loaner Program is to ensure that staff have access to the tech tools needed to perform their duties and that the equipment is given to them in a timely manner. The procedure to acquire temporary equipment, such as Laptops/Computer, iPads, phones, etc., will be as follows:

1. Staff will contact the RCCDC IT Department when there is an issue with a device.
2. The IT Dept. will assess the issue and determine if it can be repaired or replaced.
3. If the device cannot be immediately repaired or replaced, a temporary replacement may be issued to the staff.
   a. The IT Dept will notify the Staff member's supervisor and submit the appropriate form.
   b. The IT Dept will provide the temporary device, installing and necessary software as needed.
   c. The receiving staff will assume responsibility for the device until the original devise is returned.
   d. When the original device is returned or a new devise is given to the staff, they will return the loaner device back the IT Dept.

Center: _____   Date: _____

Location of Equipment: _____

Name: _____

Phone Number: _____

Description of Equipment: _____

RCCDC Property Tag#: _____

        ITEM IS BEING REPAIRED -   Date: _____

                Who is repairing the asset: _____

        ITEM IS BEING TRASHED -   Date: _____