



Information Technology Services Equipment or Service Request

All requests must be submitted 48 hours before needed

Fields marked with * are required

Today's Date*:

Name*:

Department*:

Date Needed*:

Time Needed* (1:00 pm):

Return Date*:

Equipment Checked Below Will be Picked up in Person and Returned

Brand:

Model:

COD Tag#:

Media Cart

LCD Projector

Portable Screen

Document Camera

PA System

Lectern

Web Cam

Monitor

Laptop

Chromebook

Wi-Fi Hotspot

Other (Specify)

Approximate Cost of Equipment:

Record or Convert to MP4 File (Select original format)

VHS

DVD

CD

Copyright Assurance: I have obtained permission as required by law for the reproduction of any copyrighted materials.

Streaming Video: Must have a 7-day notice before event

Event:

Location:

Date:

Time (1:00 pm):

Care and Use

Information Technology is concerned about the proper care and use of technology and related equipment. Any malfunction, loss or theft of the equipment should be reported immediately. Do not attempt to repair or modify equipment. Please read instructions and consult manuals, as necessary. Please leave equipment and manuals in their original condition. Properly shut down equipment using instructions provided. Do not leave equipment exposed to direct sun or heat. Return all equipment to Information Technology unless previous arrangements have been made. If there is evidence of severe neglect or damage, the employee may be asked to reimburse the District.

In order to share equipment in a responsible manner, the normal loan period does not exceed three days. Items may be renewed for additional days provided that the equipment is available.

Responsibility:

I understand that the equipment I am borrowing is for college business and is the property of College of the Desert.

Requestor's Signature* (type):

Date*:

(Sign and email to supervisor)

Supervisor Approval* (type):

Date*: