Indigo Shire Council

LOAN EQUIPMENT APPLICATION FORM

1. Applicant Information

Name of User the equipment will be allocated to	
Department	
Home Address	
Phone Number	
Email Address	

2. Access Requirements and Equipment to be Provided

Equipment to be Provided	
Name	
Asset ID	
Make	
Model	
Serial Number	
Other (Please detail peripheral equipment and extras such as power cables, bags or cases, chargers etc)	
Why is the Equipment Required?	
Details of software applications or services that will be required with the Equipment	
Details of any special requirements or restrictions with regard to the use of the equipment	

Location of the equipment	
(No response required for portable equipment)	
Date Required	
Return Date	
(Please state if it is allocated until staff member leaves or transfers to another position)	

3. Remote Access

Is Remote Access Required?	
If Yes, a Staff Remote Access Request Form will also need to be completed and returned with this form.	

4. Terms and Conditions of Use

Documents, information, data and code stored by any means in physical or electronic format and any information made available during the course of employment or contract including that which pertains to:-

- The user agrees to take good care of the equipment allocated to them and protect it from loss, theft or damage.
- All relevant policies, procedures and guidelines relating to the use of the equipment   apply
- The equipment is not to be used by anyone outside of the Council
- Should the equipment be unavailable for use, lost, stolen or require repairs, the IT Helpdesk must be advised immediately.

5. Authorisation

Signed by Recipient of Equipment

Authorising Signature

Name

Title

Date

Signed by Manager IT

Signature

Name & Title

Date

Department