Loaner Laptop Policy

Description
The loaner laptop program is a solution to allow Desktech Customers the access to mobile computers on a short term basis.

Eligibility
This program is open for Desktech users who need a mobile computer for offsite presentations, meetings, or working offsite and cannot be accommodated by their primarily assigned machine.

Restrictions
- All temporary or loaner machines are subject to availability.
- Temporary equipment are for short term usage only, and must have a return date provided by the customer upon submitting the request.
- Long-term laptop loans are considered on a case-by-case basis and are subject to sufficient loaner pool reserve capacity.
- All loans are for use by the employee only, who is responsible for its proper use and undamaged return (normal wear and tear excluded). Damage or loss caused by negligence will be billed to the borrower’s department.
- The loaner laptops are still subject to Wayne State University Acceptable Use of Information Technology policy

Requests
All requests must be submitted through the Cherwell ticketing system, using the "Request Loaner Equipment" form. This form can be accessed through the "WSU Tech Solutions" icon on the desktop, or from https://tech.wayne.edu/forms/desktech

Requests also:
- Must be submitted by the customer who is going to be using the laptop
- Must be submitted at minimum 3 business days before the requested start date
- Must include the software that is requested to be installed (The zone technician can install software, but software install requests are subject to the normal Desktech SLA turn-around times)
- Are subject to availability

Returns
Loaner equipment must be returned on the date submitted during the original request. If an extension is needed, please contact your zone technician prior to the return date. Extensions may be possible, depending on other equipment requests.

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