

**EQUIPMENT LOAN REQUEST**

**NEPN/NSBA CODE: ED-R**

**RSU #78**

Name of person submitting the request: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Date(s) of request: \_\_\_\_\_

**FACILITY EQUIPMENT REQUEST**  
(such as stages, bleacher/risers, etc.)

Equipment requested: \_\_\_\_\_

Purpose of the request: \_\_\_\_\_

Location of where equipment will be used: \_\_\_\_\_

Anticipated date of return: \_\_\_\_\_

_____	_____
Borrower's Signature	Date
_____ Request approved by Facilities Manager	
_____ Request denied by Facilities Manager	
_____ Reason for denial: _____	

_____	_____
Principal/designee signature	Date

**TECHNOLOGY EQUIPMENT REQUEST**  
(such as laptops, iPad, accessories, TV/projectors, screens, etc.)

Equipment requested: \_\_\_\_\_

Purpose of the request: \_\_\_\_\_

Location of where equipment will be used: \_\_\_\_\_

Anticipated date of return: \_\_\_\_\_

_____	_____
Borrower's Signature	Date
_____ Request approved by Technology Department	
_____ Request denied by Technology Department	
_____ Reason for denial: _____	

_____	_____
Principal/designee signature	Date