

## **BSU Laptop Check-Out Program**

- The laptop check out program is for work-related activities for Faculty and Staff. Faculty have priority for check out and it is on a first come, first serve basis.
- You must be a benefit-eligible employee to checkout a laptop.
- There is no cost associated with the program.
- This is offered for short periods of one week or less.
- To reserve one, please call OIT Business Services at 426-4081. We will need to know:
  - ✓ The dates you would like to reserve.
  - ✓ Specific laptop system requirements needed.
  - ✓ Your name.
  - ✓ Your department.
  - ✓ Your office phone number.
- Please bring your BSU ID card for verification when you pick up the laptop.
- The computer is your responsibility, **KEEP IT SECURED**. If it is damaged or lost, you will be billed for the damage or replacement.