

Department of Information Technology
Acceptable Usage Standard for Loaned Equipment

County Equipment

The Information Technology (IT) Department is responsible for approving all technology purchases for all departments under the Board of County Commissioners. Decision criteria includes department need, digital security, fiscal responsibility, and future maintenance. As the county's digital footprint expands, standardization is more critical to continue meeting the needs of county employees.

IT Equipment Loan

Under special circumstances, IT may approve loaning equipment when deemed a requirement to perform work related tasks, which cannot be accomplished on standard issued equipment or short-term needs. Requests are made on the following form.

Exemptions will be approved in advance by the IT Director or IT department designate and will be based on an IT approved business or technical need. Agreement may be revoked if conditions of this standard are not met.

_____ Department/Division Request to Borrow Equipment

Equipment/Need: _____

Dates Requested: _____ To be used by: _____

Supervisor Approval (Print/Sign/Date): _____

By signing below, I agree to follow Okaloosa County IT Policy and understand I am responsible for the borrowed equipment.

Responsible Authorized User:

Name: _____ Device Name: _____

Title/Dept: _____ Tag/ID: _____

Signature: _____ IT Signature Approval: _____

Date: _____

Return Date: _____