



Semester Laptop Request Form

Use this form to request a laptop for an entire semester. If you need a laptop for a shorter period of time, contact chad.fortner@cpcc.edu. Due to limited inventory, any employee who requests a laptop for the semester will need supervisor approval to ensure that the laptop is a work necessity.

Once completed, scan and email form to chad.fortner@cpcc.edu. Once the form has been received by the library, your request will be processed within 5 business days. You will be contacted when your completed form has been received and again when your laptop is available for checkout.

Date: _____ **Semester Requested:** _____

Name _____

ID _____

Department _____

Campus _____

By requesting a semester laptop I confirm that it is needed for CPCCL work.

Signature _____

Division Director/Supervisor Approval

Division Director/Supervisor's _____
Name

Division Director/Supervisor's _____
Signature