

# [302 Laptop Eligibility Requests](#)

## **302 LAPTOP ELIGIBILITY AND REQUESTS**

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### **302.1 Approval for Assignment of Laptop:**

An employee must obtain approval from the employee's supervisor and Executive Director before submitting a request for assignment of a laptop to the Division of Information Technology.

### **302.2 Laptop Request Form:**

All laptop requests must be made through an IT Laptop Request Form, [available here](#).

### **302.3 Eligibility for Assigned Laptop:**

Only employees whose job functions require significant use of computer and/or software products licensed to the Archdiocese while outside of the Catholic Center are eligible to be assigned a laptop computer

### **302.4 Unassigned Loaner Laptops:**

The Archdiocese maintains a pool of "Loaner Laptops" available to meet the needs of employees who require computing outside the Catholic Center on a sporadic, infrequent, or inconsistent basis.

#### **Procedure:**

An employee may request a loaner laptop by sending an email request to the Helpdesk (\*Helpdesk).