# **Mobile Phone Loaner Policy**

Purpose		

# Scope

# **Eligibility**

- •
- •
- •

# **Request Procedure**

- 1.
- 2.
- 3.

## **User Responsibilities**

- •
- •
- •

### **Conditions of Use**

- •
- •
- Return of Device
- •
- \_

# **Loss or Damage**

#### **Contact Information**

Department	Name	Email / Phone

# **Approval**

- Name:
- Title:

• Date:				