



Technology Transfer Equipment Loan Program

The **Illinois T2 Equipment Loan Program** offers various pieces of equipment available for loan to all local government agencies throughout Illinois. Local agencies are encouraged to take advantage of these items as a way of saving money versus purchasing equipment that may only be needed for a short time. All items are great tools for use in making your roadways safer!

How does the equipment loan program work?

Loan requests are accepted by phone or email and are on a first-come, first-served basis. If the equipment is not available when your request is received, you will be added to a waiting list and notified when it becomes available. You may also request equipment ahead of time and schedule delivery for a later date when you will coordinate staff time for its use.

All equipment is available to Illinois local public agencies only at no charge for two weeks. If the agency wishes to continue use of the equipment, they will need to contact the Technology Transfer Center to inquire about a waiting list. Equipment will only be re-issued for an additional two weeks if another agency is not waiting.

The requesting agency will need to coordinate pick up of the equipment from T2 staff at least half-way between your agency and the Illinois T2 office in Springfield; or exchange at a conference or training event. The Technology Transfer Center may also coordinate delivery of equipment between two agencies to minimize delivery time and travel. The agency is responsible for maintaining proper care of the equipment and for properly packaging and shipping or delivering the equipment to T2 staff, another pre-approved agency, or to our office by the due date.

The Illinois Department of Transportation has tagged the equipment in their inventory of insured items. State policy requires agencies to maintain all equipment in a secure and locked location during transportation and storage, i.e. locker, truck, or lock box. If equipment is reported stolen, *proof of forced entry* is required to be provided or the agency assumes all risk for loss. Agencies are also required to cover expenses related to major physical damage to the equipment while in their possession, and replacement of lost parts. **NOTE:** Many government agencies have their own insurance that covers property while in their possession.

A signature will be required from the borrowing agency at time of delivery acknowledging the Illinois Technology Transfer Center's expectations for proper use and handling.

Where can I get more information on the equipment?

More information on any of our equipment is available by contacting Illinois Technology Transfer Center Program Manager, Barry Kent, at Barry.Kent@illinois.gov or (217) 785-2350.



Illinois T2 Equipment Loan Agreement

48" SmartTool Digital Level

By signing below, I hereby state: I read and understood the *IL T2 Equipment Borrowing Policy*. I am authorized to sign this agreement. I agree to the terms of and I accept responsibility for adherence to the *IL T2 Equipment Borrowing Policy* by THE BORROWING AGENCY.

Borrowing Agency	
Name of Authorized Signer	
Title	
Email Address	
Phone Number	
Equipment Requested	48" SmartTool Digital Level
Requested Pick Up Date	
Requested Return Delivery Date (maximum 2 weeks)	
Signature	
Date Signed	