

Loan Pool Referral Form

About the Borrower

Name	
Department or College	
Email	
Telephone	

About the Item

Type (eg mouse)	
Description	

About the Referrer

Name	
Job Title	
Department	
Email	
Telephone	
Date	
Date borrower was referred to you from Occupation Health	Only applies to referrals for University staff. Without this we cannot proceed.

UCS only: If the borrower is a University staff member, please inform their HR Schools Team of this referral:
http://www.admin.cam.ac.uk/global/cgi/stafflist.cgi?officeabbr=hr_schools_teams

Please send to: disability@admin.cam.ac.uk
Fax: 01223 766863
DRC, Keynes House, Trumpington Street, Cambridge, CB2 1QA

Instructions for completing the form

- This form must be completed by the person making the referral, from either the University Computing Service (UCS) or Human Resources (HR).
- The DRC cannot administer a loan without this form.
- This form can only be used for staff referrals. Students cannot be referred to the DRC from UCS or HR. If you are contacted by a student, please advise them to contact the DRC to book an appointment with an adviser.
- We recommend you contact the DRC to check availability, before sending the form.
- If the borrower is a University staff member, the DRC cannot administer a loan without the date they were referred to you from Occupational Health.
- If the borrower is a University staff member, UCS must inform their HR Schools Team of this referral:
http://www.admin.cam.ac.uk/global/cgi/stafflist.cgi?officeabbr=hr_schools_teams
- Loans are for a maximum of 10 working days. Extensions are not available. Please advise the employee that if they benefit from using the borrowed item, they should arrange for their college/department to purchase one for them.
- Please send the completed form to:
[Email: disability@admin.cam.ac.uk](mailto:disability@admin.cam.ac.uk)
Fax: 01223 766863
Post: DRC, Keynes House, Trumpington Street, Cambridge, CB2 1QA
- Please contact the DRC with any queries.