

Technology Equipment Check Out Form

Reservation of Equipment

Date of Reservation: _____

Person Making Reservation: _____

Person Who Will Pick Up Equipment _____

Reservation Taken By: _____

Equipment Needed: _____

Date & Time of Pick Up: _____

Date & Time of Return _____

Delivery of Equipment

Individual Assuming Responsibility for Equipment

Name	
If student, ID number (take from Pride Card for identity verification)	
Telephone Number	

Equipment that is being borrowed

Assumption of Responsibility for Equipment

As the individual listed above, I confirm that all equipment listed above is included in the equipment I am borrowing. I further confirm that I assume full responsibility for the care and return of the equipment. If the equipment is damaged (due to misuse or abuse), while it is in my possession, I understand that I will be held financially responsible.

The equipment will be returned, packed in the same way I received it, by the date and time shown above.

Signature: _____ Date: _____

Equipment Return and Check In

Are all items listed above with the equipment being returned? ___ Yes ___ No
 Make notes here if all equipment is not present:

Date Received: _____

Checked In By: _____