



Equipment Loan Sign In/out

Authorization for Temporary Use of ESC Equipment

Name:

Email:

Phone:

Date requested:

loaning department may request return of equipment before the end of loan term if needed

Expected date of return	Item and description	Serial No./Tag No.

.....
****Signature of**

***I accept responsibility for reasonable care and security of all ESC/University Property that is in my custody in pursuit of my official duties*

.....
Authorized by

To be filled by the loaning Dept upon returning items

.....
Items returned on (print date)

.....
Received and inspected by

Comments (Condition of Equipment)