

## *Employee Equipment Check-Out Form*

Employees wishing to make temporary use of college equipment at off-campus sites must complete the following form and leave the completed form with the college equipment coordinator.

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department:** \_\_\_\_\_

<b>Inventory #</b>	<b>Description of Equipment</b>	<b>Date Out</b>	<b>Expected Date In*</b>

**Employee's Signature** \_\_\_\_\_

**Vice President's Signature** \_\_\_\_\_

**Equipment Coordinator's Signature** \_\_\_\_\_

\*If you cannot return the piece of equipment on the expected "date in," call the equipment coordinator and inform him/her of the new expected date of return.