

Equipment Checkout Form

This form will be retained in an inventory file. The recipient will be responsible for the equipment until it is checked into the library or transferred to another staff member. If the equipment is transferred to another staff member it is required that a signed copy of the Checkout Form is submitted to Tri-County to the attention of the technology staff.

ID:	<hr/>	<hr/>
Serial Number:	<hr/> <hr/>	<hr/> <hr/>
Date Checked Out:	<hr/>	Location <hr/>
Checked Out To:	<hr/>	Signature <hr/>
Checked Out By:	<hr/>	Signature <hr/>
Check In Date	<hr/>	PO Number <hr/>
Student Name	<hr/>	Cost <hr/>
		PO Date <hr/>

If equipment is checked out for single student use it should be returned when that student no longer uses it.

Notes Return Equipment to AT/Tech Library

Received by _____