

World Studies Media Center

Equipment Checkout Form

Faculty Members Name	Contact Phone	Department
		World Studies
	Budget Code:	

Date Out	Time Out	Initials	To be returned by (Date/Time)

Equipment List

Tag Number	Description	S/N

Special Instructions

PLACE OF USAGE: All equipment is to remain on campus. Please ensure that the equipment remains in your possession at all times and that all materials are returned. If you note any damage or missing items please notify the World Studies Media Center immediately. If you have any problems, questions or concerns please ask or call 828-2320.

LATE FEE: Any charges incurred due to the late return of a laptop computer or other hardware item will be charged to the department whose staff/faculty do not return equipment by the time specified.

FACULTY/STAFF SIGNATURE _____

Return Notes

Date Returned	Time Returned	Checked in By
*	*	*

*Denotes for staff use only.