ITC Equipment Checkout Form

Name:	Phone:	
Winthrop Email:	Winthrop ID Nu	ımber
COE Faculty/Staff COE S	Student Date	of Reservation://
All equipment to be used for busin	ness or educational purposes on	ıly.
I understand that I am responsible agree to adhere to the ITC equipme	• •	ed out in my name and fully understand and on the ITC web site.
these items before taking them fro the ITC to make sure nothing is mis returned and in good working orde	om the ITC, before bringing then ssing or damaged. I can use the er. I understand that all bags wi	sibility with the ITC Student Workers to check in back to the ITC, and when I return them to checklists below to make sure all items are th many parts also have a laminated card that em and that this should also be returned with
To Be Picked Up On:/	/	
Signature at check out:	Dat	e:/
To Be Returned On:		
Signature at check in:	Dat	e:/
ITC Staff Only - Complete	Below – be sure to include a	any extra cables or items
EQUIPMENT TYPE AND QUANTITY		INVENTORY NUMBER (or list as non- inventory item)
Checked out by:	Date:	# of items
Checked in by:	Date:	# of items
Overdue notice: 2 days past due/ 5 d	days past due//	10 days past due//
Date billed to patron account:		Amount billed:

2019-2020 ITC Equipment Checkout Form

Laptop/Chromebook

Items	OUT	ITC	IN	ITC
Bag				
Laptop				
Power Cable				
Mouse (circle YES NO)				
All accounts are				
logged out of by				
patron				

iPad

Items	OUT	ITC	IN	ITC
iPad				
Case				
USB cable				
Charging Block				
All accounts are				
logged out of by				
patron				

Canon Vixia Camcorder

Items	OUT	ITC	IN	ITC
Camcorder is working				
Battery is in bag				
Battery is charged at				
least 90% or can film				
for more than 120				
minutes				
USB Cable				
HDMI Cable				
Bag				
Power Charger				
SD Card- Circle Below				
Belongs to Student				
Belongs to ITC				
Video is recording as				
an MP4 file				
Video is recording at 4				
Mbps				
Previous videos are				
removed from				
camera				

Tripod

Items	OUT	ITC	IN	ITC
Tripod				
Bag				
Boot/ Mounting Plate				
Handle				
Knobs are working				

Canon or Sony Microphone

Items	OUT	ITC	IN	ITC
Microphone				
Receiver				
Audio Cable				
Wind Screen				
Earbuds				
Bag				
Batteries working				
Rechargeable batteries				

Projector- HDMI, VGA, HDMI/VGA

Items	OUT	ITC	IN	ITC
Bag				
Projector				
Remote				
Power Cable				
VGA Cable				
HDMI Cable				

EdTech Items

Items	OUT	ITC	IN	ITC

Other

Items	OUT	ITC	IN	ITC