

ITC Equipment Checkout Form

Name: _____ Phone: _____

Winthrop Email: _____ Winthrop ID Number _____

COE Faculty/Staff COE Student Date of Reservation: ____/____/____

All equipment to be used for business or educational purposes only.

I understand that I am responsible for all equipment that is checked out in my name and fully understand and agree to adhere to the ITC equipment check out policies located on the ITC web site.

I understand these items are my responsibility. I share the responsibility with the ITC Student Workers to check these items before taking them from the ITC, before bringing them back to the ITC, and when I return them to the ITC to make sure nothing is missing or damaged. I can use the checklists below to make sure all items are returned and in good working order. I understand that all bags with many parts also have a laminated card that illustrates what those pieces look like to help me keep track of them and that this should also be returned with the equipment at check in.

To Be Picked Up On: ____/____/____

Signature at check out: _____ Date: ____/____/____

To Be Returned On: ____/____/____

Signature at check in: _____ Date: ____/____/____

ITC Staff Only – Complete Below – be sure to include 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 days past due ____/____/____ 10 days past due ____/____/____

Date billed to patron account:

Amount billed:

