

Short-term Equipment Loan Form

Use this form for short-term equipment loans to DXARTS/CARTAH clients and staff. This information will be kept on file to assist us in our equipment inventory.

EQUIPMENT NAME: _____ UW TAG/SERIAL # _____

DESCRIPTION: _____

By checking out this equipment you understand that this equipment is loaned by DXARTS/CARTAH to the individual specified and is only for the use of that individual for the specifically approved project. The signee accepts responsibility to return the equipment in the same condition it was received and to return it before 10:30 AM on the agreed upon date.

Loan Date From: _____ To: _____ <i>Note: Check in is at 10:30</i>	CHECK OUT DATE: _____ BY: _____
Name: _____ Email: _____	CHECK IN DATE: _____ BY: _____
Phone: _____ Department: _____	
Signature: _____	

Loan Date From: _____ To: _____ <i>Note: Check in is at 10:30</i>	CHECK OUT DATE: _____ BY: _____
Name: _____ Email: _____	CHECK IN DATE: _____ BY: _____
Phone: _____ Department: _____	
Signature: _____	

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