



Equipment Check-out Request Form

Name: _____ EMP ID: _____

Position: _____ Department: _____

College Equipment / Property

Description of equipment, furniture, other College property you are requesting to check-out (please indicate all items you are requesting to check-out. See next section for technology equipment if applicable):

Technology Equipment

Asset Tag: _____ Serial Number: _____ Make & Model: _____

Description of technology equipment requesting to check-out (computer, monitor, printer):

Reason for the request (i.e. use at telework site):

By signing below, I indicate that I understand that any items I check out remain property of the College and must be returned to the College by request of the College or upon separation from my position.

Employee Signature and Date

Director of IT Services Signature and Date
(for technology equipment)

Supervisor Signature and Date

Vice President Signature and Date

cc: Personnel file
Supervisor file