

## **LOAN REQUEST FORM FOR EQUIPMENT AND/OR MATERIALS**

### **Purpose:**

This form must be completed and approved before borrowing any equipment or materials. The borrower accepts full responsibility for the items, including costs for repair or replacement in cases of damage, loss, or theft.

### **1. Borrower Information**

Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

School/Department/Organization: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### **2. Details of Equipment/Materials Requested**

Description of Item(s): \_\_\_\_\_

Quantity: \_\_\_\_\_

Serial Number(s) (if applicable): \_\_\_\_\_

Condition of Item(s) (at time of loan): \_\_\_\_\_

### **3. Purpose of Loan**

Educational Use

Community Event

Other (Please specify): \_\_\_\_\_

### **4. Loan Period**

Start Date: \_\_\_\_\_

Return Date: \_\_\_\_\_

### **5. Agreement & Responsibility**

I, the undersigned, accept full responsibility for the equipment and/or materials listed above while they are in my possession. I understand that I am liable for the cost of repair or

replacement if the items are damaged, lost, or stolen. I acknowledge that the Division will not replace equipment that is lost or destroyed while on loan.

Signature of Borrower: \_\_\_\_\_

Date: \_\_\_\_\_

### **6. Approval**

Approved by (Principal or Designate): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **7. Return Verification**

Condition of Item(s) Upon Return: \_\_\_\_\_

Date of Return: \_\_\_\_\_

Verified by (Principal or Designate): \_\_\_\_\_

Signature: \_\_\_\_\_

### **For Office Use Only:**

Damage Deposit Collected (if applicable)

All Items Returned in Good Condition

Repair/Replacement Required (Details: \_\_\_\_\_)