

# 80

## TECHNICAL EQUIPMENT CHECKOUT



date

### REQUESTER INFORMATION

name	email
phone #	room #

### LOAN PERIOD

Please note the maximum loan period is one week.

\_\_\_\_\_

pickup date

\_\_\_\_\_

return date

### PLEASE READ

I have checked out the equipment listed below and will return it to Technical Services on the date specified. Failure to return the equipment by above return date will lead to limitations in my future checkout privileges. I understand that the equipment is my responsibility and that I will provide reasonable care and security until the equipment is returned.

X \_\_\_\_\_

requester signature

### ITEM(S) TO BE BORROWED

<input type="checkbox"/> PC Laptop	<input type="checkbox"/> Digital Camera	<i>Please note: PC laptops come with Windows 7 and Office 2010.</i>
<input type="checkbox"/> Macintosh Laptop	<input type="checkbox"/> Camcorder	
<input type="checkbox"/> LCD Projector	<input type="checkbox"/> Digital Voice Recorder	<i>Macintosh laptops come with OS X-10.6 (Snow Leopard) and Office 2011.</i>
<input type="checkbox"/> Flash drive	<input type="checkbox"/> TV/DVD	<i>Specific software requests are welcome, however advanced notice is required.</i>
<input type="checkbox"/> Speakers	<input type="checkbox"/> Tripod	
<input type="checkbox"/> Headphones	<input type="checkbox"/> Phone Recorder Switch	Item(s) issued:
<input type="checkbox"/> Laser Pointer	<input type="checkbox"/> Universal Power Supply	_____
<input type="checkbox"/> Power Point Remote	<input type="checkbox"/> Other:	
<input type="checkbox"/> Polycom Speakerphone		

TECHNICAL SERVICES USE ONLY		
request received:	date issued:	date returned:
_____	_____	_____
	tech:	tech:
	_____	_____