

Equipment Checkout Form

Representatives of Bowie State University departments and offices may borrow equipment and collateral from University Relations and Marketing with sufficient notice and planning. Borrowers agree to abide by the terms listed below:

- Borrowers agree to attend a brief training session on operation of the requested item before checkout.
- Borrowers assume full responsibility for transportation, set up, and operation of requested equipment.
- Borrowers agree to return equipment and all constituent components on or before the due date agreed upon at the time of checkout.
- Borrowers are responsible for repair expenses due to negligence.
- Borrowers are responsible for replacement costs in the event of loss.
- Borrowers that do not return equipment within one week of the due date may be billed for the replacement value.

FILL OUT THIS SECTION AND EMAIL THE SIGNED AND COMPLETED FORM TO urmprojects@bowiestate.edu.

Your Name _____ Staff Faculty Student

Your Title _____

Office/Department _____ Office Department Organization

Your Email _____

Date/Time You Will Be Returning Equipment _____ Budget Code _____

On the behalf of my department/office, I agree to the borrowing policies outlined at the top of this form.

Signature: _____

ITEM(S) REQUESTED	
<input type="checkbox"/> Camera	<input type="checkbox"/> Cannon <input type="checkbox"/> Flash
<input type="checkbox"/> Pull Up Banner(s)	Number of Banners _____ See next page for banner selection
	First Choice _____ Second Choice _____
<input type="checkbox"/> Table Cloth(s)	Number of Table Cloths _____
<input type="checkbox"/> Other	_____
Pick up date _____	Return Date _____

FILLED OUT BY URM STAFF

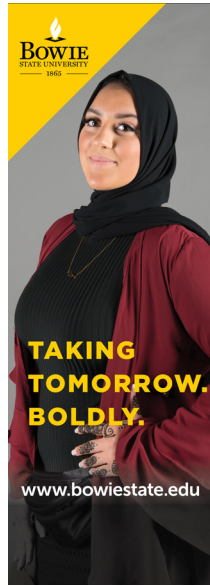
Check out date _____ Date returned _____ Staff initials _____

Person checking out equipment _____

The banner you request may not be available. Please indicate a first and second choice.



1



2



3

FILLED OUT BY URM STAFF

Checked out