



## EQUIPMENT RELEASE FORM

**Borrower's Name:**

**Borrower's Dept:**

**Date of Removal:**

**Expected Date of Return:**

**Equipment Description**

**Serial No.**

1)

1)

2)

2)

3)

3)

4)

4)

5)

5)

**Reason for Use:**

**Borrower's Signature:**

**Date:**

**Supervisor Authorization:**

**Purchasing Authorization:**

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**Purchasing Dept. Return Confirmation:** **Actual Date of Return:**

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*Equipment is signed out to employees with the understanding that the employee will secure the equipment and put forth a maximum effort to protect it from damage and misuse. By signature, the employee/borrower indicates responsibility for damage to the equipment due to misuse or loss.*

Copy 1 – Purchasing Office  
Copy 2 – Human Resources  
Copy 3 - Borrower