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:

________________________________________________________

Purchasing Dept. Return Confirmation: Actual Date of Return:

________________________________________________________

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