EQUIPMENT RELEASE FORM

Borrower’s Name: 

Borrower’s Dept: 

Date of Removal: 

Expected Date of Return:

<table>
<thead>
<tr>
<th>Equipment Description</th>
<th>Serial No.</th>
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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