



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