## EQUIPMENT RELEASE FORM

**Borrower’s Name:**

**Borrower’s Dept:**

<table>
<thead>
<tr>
<th>Date of Removal:</th>
<th>10/18/20</th>
<th>Expected Date of Return:</th>
</tr>
</thead>
</table>

**Equipment Description**

<table>
<thead>
<tr>
<th>1)</th>
<th>2)</th>
<th>3)</th>
<th>4)</th>
<th>5)</th>
</tr>
</thead>
</table>

**Reason for Use:**

**Borrower’s Signature:**

______________________________  ______________________________

**Date:**

______________________________  ______________________________

**Supervisor Authorization:**

______________________________  ______________________________

**Purchasing Authorization:**

______________________________  ______________________________

**Purchasing Dept. Return Confirmation:**

______________________________  ______________________________

**Actual Date of Return:**

______________________________

**Purchasing Dept. Return Confirmation**

______________________________

*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