

Hardware/Software Equipment Check-Out

All persons checking out equipment from the MIS Department must fill out and sign this form. Any equipment checked out should be returned by the expected return date written on this form. Any lost or damaged equipment will be the financial responsibility of the person/persons who originally checked the materials out. For the above reasons, the MIS Department highly recommends that equipment not be given to anyone else to use. We thank you for your cooperation.

Name _____

Department Name _____

Equipment _____

Date Checked Out _____

Expected Return Date _____

Date Returned _____

Signature _____

's Signature _____

Notes: