RIVERSIDE COMMUNITY COLLEGE DISTRICT

Equipment Loan Agreement / Authorization Form

Part 1. To Be Completed Prior To Removing Equipment From The District

I acknowledge the receipt of the following equipment:

Equipment Description	Asset #	Make	Model	Serial #

The equipment is located at the following location:

Name _____

Address _____

_____

Phone _____

The above equipment will be used for the following:

- ☐ Staff Development
- ☐ Instructional Preparation
- ☐ Other (Please Specify) _____

_____

I understand I am required to return the above listed equipment at the request of the District.

Signature _____ Date _____ Approved By _____ Date _____

Part 2. To Be Completed When Borrowed Equipment Has Been Returned

The below equipment has been returned to the District:

Equipment Description	Asset #	Make	Model	Serial #

Signature _____ Date _____ Approved By _____ Date _____

Please return this form to Inventory Control (North Hall Building)

3/10/2008