

**OFF CAMPUS / TEMPORARY USE OF EQUIPMENT
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT**

GENERAL INFORMATION		
DESCRIPTION OF EQUIPMENT	SERIAL NUMBER	DECAL / BARCODE NUMBER
LOCATION FOR EQUIPMENT USE		REQUIRED RETURN DATE
REASON FOR EQUIPMENT USE		

BORROWER INFORMATION			
I certify that I have received the equipment described above in good operational condition (unless otherwise noted under comments) and agree to reimburse the college for any negligent loss or damage to same.			
PRINT BORROWER'S NAME	BORROWER'S SIGNATURE		
BORROWER'S DIVISION NAME	GL NUMBER (FF-LL-DIVISION-ACCT)	OFFICE PHONE	
BORROWER'S HOME ADDRESS (Required for off campus use)	CITY	STATE	ZIP
HOME PHONE			
COMMENTS			

APPROVAL	
LENDING DIVISION CHAIR / SUPERVISOR SIGNATURE	DATE
*SIGNATURE FOR EXTENDED USE	DATE

* If return date is to be scheduled beyond the current semester or session, authorization must be obtained from either the College President, appropriate Vice President, Chancellor, Vice Chancellor, or Associate Vice Chancellor.

All items on extended use must be verified at the beginning of each fiscal year (September 1). A new form and appropriate authorization must be obtained if additional use of equipment is requested.

ACKNOWLEDGMENT OF RETURN	
LENDING DIVISION	DATE
COMMENTS	

The lending division should inform the Campus Inventory Control Officer / Designee by E-Mail, or other written means of the date the equipment was returned.

Distribution: *Original* - Campus Inventory Control Officer / Designee *Canary* - Lending Division *Pink* - Borrower