

Student Check Out Request with Instructor Approval

Return form to
James Wolfe or Mark Carnevalo
Kayser Hall 233 (Ph. 554-3028 or 554-3053, Fax 554-2879)
or Joyce Sorrels Kayser Hall room 208 (Ph. 554-3530)

***Note: Student is responsible for pick up and return of equipment.**

Check out Dates: ___/___/___ to ___/___/___ (Availability limited to 3 days)

Pick Up Time: ___:___ am pm Return Time: ___:___ am pm

Student Name: _____ Student Email: _____

Student NU ID: _____ Student Phone: _____

Course Number & Title: _____

Location of Equipment: _____

Instructor's Name: _____

***Note- Please **INITIAL** next to items checked out.

Techpacks:

___ Dell Laptop & Projector - Bag # ___
___ Digital Still Camera

Digital Video Camera:

___ Digital Video Camera - Bag # ___
___ Remote Microphone (2 pieces)
___ Boom Microphone
___ Tripod
___ Other: _____

Single Items:

___ Digital Still Camera & Bag # ___
___ DVD/CD Burner External
___ Elmo
___ iBook Laptop & Bag # ___
___ iBook Laptop Cart
___ Mini Cassette Recorder
___ PC Laptop & Bag # ___
___ Portable Video Screen
___ Scanner # ___
___ Speakers
___ Video Projector
___ Other: _____

***Note: Disposable items such as Digital Video (DV) Tapes or DVD's/CD's will **NOT** be provided.

Instructor Signature

Student Signature

Date

Lost, Stolen or damaged equipment will be reported to proper authorities. Student accounts will be placed in "hold" status if necessary depending on the severity of the loss or damage. This will affect their ability to register for classes, transfer academic credentials, or graduate.

For Office Use Only

Date Request Received: ___/___/___

Date Equipment Picked Up: ___/___/___

Date Returned: ___/___/___

Items missing/ broken:

Initials: ___

Initials: ___

Initials: ___