## BISMARCK STATE COLLEGE EQUIPMENT SIGN-OUT FORM

## When to Use This Form:

To be used when equipment is **TEMPORARILY** located off campus for a <u>specific</u> need. (State property may under NO circumstance be used for personal use.)

## Procedures to follow when using this form:

- 1. Complete relevant section of this form and sign.
- 2. Obtain the signature of the department head.
- 3. Send the form to Susan Stockert in Accounting Services.
- 4. Notify Accounting Services when the equipment is returned.

## **EQUIPMENT SIGNED-OUT**

BSC Tag #	<b>Equipment Description</b>	Location Inventory is being moved to
	Reason for Sign-out:	
Dates Needed (begin and end dates):		
Applicant Signature		Dept Head Signature
Date Returned		
Applicant Signature		