



*Texas Southern University  
 Thurgood Marshall School of Law  
 3100 Cleburne St.  
 Houston, TX 77004*



Office: 713.313.1120

Information Technology Department

## ***EQUIPMENT LOAN-OUT FORM***

**PLEASE PRINT**

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**CHECK ONE**

**ADMINISTRATION**

**FACULTY**

**STAFF**

**STUDENT**

**EQUIPMENT MODEL:** \_\_\_\_\_

**EQUIPMENT SERIAL #:** \_\_\_\_\_

**EQUIPMENT INVENTORY #:** \_\_\_\_\_

**I understand that the TMSL IT Department is not responsible for lost, damaged, or stolen property. I also understand that all equipment loaned from the TMSL IT Department must be returned on the date agreed upon.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**OFFICE USE ONLY**

**RECEIVED BY:** \_\_\_\_\_ **DATE RECEIVED:** \_\_\_\_\_

**COMPLETED BY:** \_\_\_\_\_ **DATE COMPLETED:** \_\_\_\_\_

**COMMENTS:**

**OFFICE USE ONLY**

**RECEIVED BY:** \_\_\_\_\_ **DATE RECEIVED:** \_\_\_\_\_

**COMPLETED BY:** \_\_\_\_\_ **DATE COMPLETED:** \_\_\_\_\_

**COMMENTS:**