

## Equipment Loan Form

This form provides guidelines for borrowing equipment from Berkeley City College. Before removing equipment or furniture from the premises an employee must have written approval from their supervisor.

**Part A – Loan Details**

**Lender Information:**

Department Name: \_\_\_\_\_

**Borrower and Equipment Information:**

Borrower: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

**Loan Period:**

From: \_\_\_\_\_ To: \_\_\_\_\_

**Equipment Details:** (use additional pages as needed)

PCCD Asset Tag Number	Description of Item	Serial Number

**Equipment Security (Please check each box):**

\_\_\_ I confirm that I will keep equipment, especially technology equipment, secure at all times.

\_\_\_ I confirm that I will return the equipment in the condition in which it was received.

**Unit Approval:**

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

\_\_\_\_\_  
*Printed Name/Title*

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

**Part A – Routing Instructions:**

1. Copy to Unit Supervisor
2. Copy to Business Office (Attention: John Pang)

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### **Part B – Returning Loaned Equipment**

The portion of the form is to be filled out when equipment has been returned to Berkeley City College. If the equipment is not returning to the college at the conclusion of the loan, please contact your supervisor.

#### **Unit Verification:**

I hereby confirm that the equipment listed have been returned to Berkeley City College.

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*Employee Signature*

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*Printed Name*

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*Date*

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*Supervisor Signature*

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*Printed Name/Title*

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*Date*

#### **Part B – Routing Instructions:**

1. Original: To Supervisor
2. Copy : To Business Office