

Sandhills Community College

Employee Equipment Check-Out Form

Employees wishing to make temporary use of college equipment at off-campus sites must complete the following form and leave the completed form with the college equipment coordinator.

Name: _____ **Date:** _____

Department: _____

Inventory #	Description of Equipment	Date Out	Expected Date In*

Employee's Signature _____

Vice President's Signature _____

Equipment Coordinator's Signature _____

*If you cannot return the piece of equipment on the expected "date in," call the equipment coordinator and inform him/her of the new expected date of return.