

Equipment Check-Out

By signing this form, I _____ assume responsibility for the equipment being checked-out. In the event any of the equipment does not return in the exact condition in which it was checked out the above party assumes any and all liability to repair and/or replace stated equipment.

A signature on this form also indicates proper approval from administration (Division Dean, Director, etc...) to check-out and assume responsibility for stated equipment. In the event equipment is damaged, stolen, or not returned in the exact condition in which it was checked-out the department/division to which the responsible party reports will assume financial responsibility to repair and/or replace any and all equipment. If it is found to be that the responsibility party did not have proper approval from administration (Division Dean, Director, etc...) to check-out equipment and stated equipment is damaged, stolen or not returned the above party will assume personal responsibility for all checked-out equipment.

Yavapai College Faculty and Staff are the only parties to whom equipment will be checked out. Requests by students or outside entities will only be honored if coordinated by a Yavapai College Faculty or Staff member. No exceptions will be made. Yavapai College reserves the right to refuse services and equipment not requested in accordance to these guidelines.

Signature of responsible party _____

Department/Division of responsible party _____

Date of equipment Pick-Up _____

Scheduled date of equipment return _____

ITS/TSS Staff initials _____