



VCU

VIRGINIA COMMONWEALTH UNIVERSITY

Make it real.

World Studies Media Center Equipment Checkout Form

Faculty Members Name	Contact Phone	Department
		World Studies
	Budget Code:	

Please ensure that items are returned on time to allow us to schedule their use by other faculty and staff.

Date Out	Time Out	Initials	To be returned by (Date/Time)

Equipment List

Tag Number	Description	S/N
	IBM ThinkPad	

Special Instructions

PLACE OF USAGE: All equipment is to remain on campus. Please ensure that the equipment remains in your possession at all times and that all materials are returned. If you note any damage or missing items please notify the Computing Services Staff. If you have any problems, questions or concerns please ask or call 828-6180. Please be aware you are using equipment that is loaned out to various people, please check to see if everything you will be using is working correctly before you leave.

LATE FEE: A Late fee of \$50 (per item/per day) will be charged to the department whose staff/faculty do not return equipment by the time specified.

FACULTY/STAFF SIGNATURE _____

Return Notes

Date Returned	Time Returned	Checked in By
*	*	*

*Denotes for staff use only.