



Rev 031418

EQUIPMENT CHECKOUT/RETURN FORM

- Use this form for checking out equipment for **use in continental US**.
- Use **International Travel Form** for taking equipment out of the US or for use in non-continental US.
- Use **Equipment Damage/Loss Form** to report damaged or lost equipment.

Name (Last, First, MI):

Email:

NMC location:

Project Title:

Phone #:

Supervisor:

Sponsor:

Complete this section upon checkout (use additional sheets for multiple items):

Item Description:

Serial #:

Power cord

NMC Property #:

Condition:

Reason for taking the equipment off site (if applicable):

Expected Date of Return:

Power adapter

Computer name (if applicable):

Off-site Location Requested:

By signing this, I (name) acknowledge that I have read, understood and will comply with NMC's IT and other applicable workplace Policies and Procedures. I understand that I shall be responsible for the safekeeping, serviceable condition, proper care, use, and obtaining a replacement of the equipment assigned to me. I understand that the use of this equipment should be limited to the purposes stated in this form. I will promptly report to my supervisor any loss, damage to, or unserviceable condition of NMC equipment assigned for my use. I understand that NMC may request a reimbursement for equipment loss or damage.

Signature: _____ Date: _____

Property Admin: _____ Date: _____

Complete this section upon Return:

Returned To (Property Admin Name):

Location:

Power cord

Condition:

Power adapter

Signature: _____ Date: _____

Property Admin Signature: _____ Date: _____