

Equipment Loan Form

Instructions

White.....Lending department's copy.

Canary.. Send to Inventory Control when item is loaned.

Pink..... Borrower's copy when item is loaned.

Blue.... Lending department's completed copy.

Green....Send to Inventory Control when item is returned to department.

Gold.....Return to borrower when item is returned to department and loan is complete.

Please list each item on a separate line and make sure all copies are legible.

SU Tag Number (if applicable)	Description	Serial Number

SAMPLE

Borrower: _____

Department: _____

Date Loaned: _____

Approved: _____

Received By: _____

Return Date: _____