Print Form

05.164B (rev. October 2009)

The University of North Carolina at Wilmington

EQUIPMENT TEMPORARY CHECK-OUT LIST

Department: _____

*Use this form to record the **temporary** removal of university equipment from the normally assigned campus department of employees due to:*

1) *Loan to another university department or activity; or*
2) *Off-campus work on a university assignment by other university employees; or*
3) *Repair at an on-campus or off-campus location.*

Equipment Description	ID Number (UNCW FAS Tag or Serial No.)	Checked Out by: Name	Address (UNCW Dept. or Repair Co.)	Removed from Department		Returned to Department	
				Date Removed	Initials of Borrower or Repairer *(if applicable)*	Date Returned	Initials of Borrower or Repairer *(if applicable)*