

EDUCATIONAL MEDIA CENTER

HONOLULU COMMUNITY COLLEGE

AV EQUIPMENT REQUEST: EXTENDED LOAN

Work order No.

REQUESTOR (*Faculty / Staff*) _____

DEPARTMENT _____

PHONE / EXT.# _____

REQUISITION DATE _____

DATE NEEDED _____

DATE OF USE _____

BLDG: _____ RM: _____
(STORAGE LOCATION)

TYPE OF EQUIPMENT BORROWED:

CAMCORDER: _____ TRIPOD: _____

OVERHEAD PROJECTOR: _____ CART _____

VCR: _____ MONITOR _____ CART _____

OTHER _____

I agree to be responsible for prompt return of equipment in the same condition as I received it.

BORROWER'S SIGNATURE _____

DATE _____

EQUIPMENT RETURN:

DATE _____

BORROWER'S SIGNATURE _____

EMC STAFF'S SIGNATURE _____