

## **EQUIPMENT SIGN-OUT SHEET**

SECTION A : GENERAL IN	NFORMA1	TION						
NAME OF PERSON BORROV	VING EQU	IPMENT :						
SASS <b>STAFF</b>	SA	SASS STUDENT			ID:			
CONTACT NUMBER:			STAFF SUPERVISOR:					
DATE BORROWED:				DATE TO BE RETURNED:				
PURPOSE : WHERE THE ITEM IS TO BE USED INSIDE CAN REMARKS FOR THE LOCATION -				OUTSIDE CAMPUS  GATE PASS NEEDED				
SECTION B : EQUIPMENT	REQUES	STED						
ITEM		QTY	ID TA	AG MOD	DEL		SERIAL NUMBER	
SECTION C - CONDITION OF	U DETUDN							
SECTION C : CONDITION OF								
REMARKS (Note any function	onal probl	em, damage,	missin	g access	sories	etc.)		
I accept full responsibility for equipment in the same cond will be charged to me and wi	ition as w	hen received	. I unde	erstand	any da	amage, Id	ss or misplaced equip	
Signature of Borrower				Signatu	ire of l	-ecturer		
Date				Date				
Signature of Senior Technic	al Officer			Signatu	ire of I	Head of S	chool/School Manager	
Date				Date				

## Note:

- 1. Borrower to complete the information Section A and Section B of the form except for "ID Tag Model" and "Serial Number" in Section B.
- 2. "ID Tag Model" and "Serial Number will be filled up by Senior Technical Office.
- 3. Signature of lecturer is required before the form is to be emailed to Senior Technical Officer. Borrower is to print out the form and present it to Senior Technical Office in order to collect the equipment.
- 4. Please refer to the consultation hours for collection of loan equipment. Loaning of equipment outside consultation hours is via appointment with Senior Technical Officer.