

1400 W. Villaret Blvd.
 Ozuna Library and Learning Center, Room 121
 San Antonio, Texas 78224
 PHONE (210) 486-3777 FAX (210) 486-0998

On-Campus Use Equipment Check-Out Form

I, _____, hereby acknowledge receipt of:

Description	Tag Number	Serial Number

Check here for additional equipment check out on second page, please initial and date second page

This equipment is for _____, and is due back _____.

I understand that the above equipment is the property of the Office of Information Technology Services at Palo Alto Community College. I accept the responsibility for the equipment during its use. I understand that I am responsible for returning the equipment by the due date, and in good working condition to PAC-ITS. I understand that if I do not return this equipment or in the same condition I received it, I will be responsible for the cost of the repair or replacement of the equipment.

PAC-ITS reserves the right to demand the return of the equipment at any time.

Check Out Date: _____ Due by: _____

Department: _____

Building: _____ Room: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

PAC-ITS Office Use:

Checked-out	Staff Initials	Date Returned	Staff Initials	Notes

