

EQUIPMENT CHECK OUT FORM



Last Name

First Name

Email

Phone Number

Department

Extended University - **EU**
Extended University - **EUBC**
Extended University - **Marketing**
Center for Instructional Design – **CID**

Osher Lifelong Learning Institute – **OLLI**
Professional and Public Programs – **P3**
UTEP Connect

Tag #	Description	Tag #	Description

Date Checked Out

Expected Return Date

I, the above named, fully understands the equipment check out terms and agree to comply will all facility policies and procedures. Failure to comply with applicable equipment check out terms or facility policies and procedures will result in immediate termination of this contract and loss of all equipment and facility privileges. I understand that the equipment is the property of UTEP and may NOT be loaned to any other person.

Lost or damaged equipment MUST be reported to the staff in Extended University Business Center (EUBC@utep.edu) within twenty-four (24) hours of the loss. Failure to report lost or damaged equipment to one of the said personnel will result in possible disciplinary or financial action taken at the discretion of one of the Directors. ALL equipment MUST be returned to the Extended University Business Center or TIM (Maxie Flores) on or before the "Equipment Return Due Date" listed above. Failure to return equipment will result in actions including, but not limited to record encumbrances.

EQUIPMENT CHECK OUT TERMS

1. Internal maintenance to any computer, controller, or device in the facility is prohibited.
2. You are responsible for all accessories checked out with your equipment. They must be returned with the equipment or you will be financially responsible for them.

Check Out Signature

Date

EUBC Staff Check Out Signature

Date

Returned Signature

Date

EUBC Staff Returned Signature

Date