

# EQUIPMENT REQUEST FORM

Name \_\_\_\_\_ Date of Request \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Sam ID # \_\_\_\_\_

Club Sport \_\_\_\_\_

Date Needed \_\_\_\_\_ Date To Be Returned \_\_\_\_\_

Purpose For Request \_\_\_\_\_

Type of Equipment	Quantity
_____	_____
_____	_____
_____	_____
_____	_____

I have counted the equipment to be borrowed and inspected its condition prior to using the equipment. I understand that I must return any equipment borrowed in the same condition in which it was received, and I will be responsible for the cost of repair or replacement for any damaged or missing equipment. Equipment not returned within two weeks of the date it was borrowed will be considered lost/missing, and I will be responsible for the cost of replacement.

\_\_\_\_\_  
Signature of Borrower

### FOR OFFICE USE ONLY:

Equipment Out: Date \_\_\_\_\_ Time \_\_\_\_\_ Staff Initials \_\_\_\_\_

Condition of Equipment \_\_\_\_\_

Equipment In: Date \_\_\_\_\_ Time \_\_\_\_\_ Staff Initials \_\_\_\_\_

Condition of Equipment Upon Return \_\_\_\_\_