



BAINBRIDGE COLLEGE PROPERTY CHECK-OUT FORM

_____ Date _____

_____ Individual's Name (Signature) _____

_____ Department _____

Request permission to borrow and/or temporarily remove from campus the item(s) listed below for the following reason(s):

() Item to be repaired

() Used for instructional purposes

() Other (reason must be beneficial to the College)

Reason: _____

REASON MUST BE COMPLETE FOR ANYTHING OTHER THAN ITEMS TO BE REPAIRED.

Decal No.	Description/Serial No./Model No.	Issuing Department's No.	Present Bldg./Room No.

_____ Dates Item(s) to be returned (Maximum 1 Year) _____

_____ Approved (Signature) of Issuing Department's Accountable Officer _____

If the item is checked out for more than 30 days, the departmental Vice President must approve prior to removing item from campus.

_____ Vice President (Signature) _____ Date _____

COMPLETE THIS SECTION UPON RETURN OF THE ITEM(S) ABOVE AND FORWARD TO THE PROPERTY OFFICE

The item(s) were returned in good condition, except as noted on the reverse side of the form:

_____ Date _____

_____ Issuing Department Accountable Officer's Signature _____