



## Notification of Borrowed DCIT School Equipment/Asset

Name of Borrower: \_\_\_\_\_

Employment Status (f/t, p/t): \_\_\_\_\_

Equipment/Asset Borrowed: \_\_\_\_\_

Serial Number of Equipment/Asset: \_\_\_\_\_

Approximate Age of Equipment/Asset: \_\_\_\_\_

Approximate Value of Equipment/Asset: \_\_\_\_\_

Staff Member Usually Responsible for the Equipment/Asset: \_\_\_\_\_

Date Equipment/Asset Will Be Returned: \_\_\_\_\_

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

Signature of HoS, DHoS or School Executive Officer: \_\_\_\_\_

This form will be kept on file in the School Office until the Equipment/Asset has been returned. When returning the Equipment/Asset, a photocopy of this form will be provided by the School Office to attain the signature of the staff member usually responsible for the Equipment/Asset.

Date Equipment/Asset Returned: \_\_\_\_\_

The Equipment/Asset has been returned in a condition similar to that when it was provided.

Signature of Staff Member Usually Responsible for Equipment/Asset: \_\_\_\_\_