

SAN FRANCISCO STATE UNIVERSITY

EQUIPMENT USE AUTHORIZATION

THIS PORTION TO BE COMPLETED BY BORROWER.

I hereby certify that the State equipment requested hereon is necessary for use in authorized University programs located at:

LOCATION (If off-campus): _____

Signature of Borrower		Department and School	Course No.	
Quantity	Unit	Description (Name & Mfg. Serial #)	State ID#	Unit Cost
Financial responsibility for repair or replacement costs rests with the borrower. In the event the item is not returned on indicated date, the supplying department is authorized to rent or purchase a like item. The total cost of renting or purchasing will be borne by the borrower, who, by signing above, accepts this responsibility				
_____			_____	
Chairperson (Borrowing Dept.)			Date	

TO BE COMPLETED BY LENDING DEPT.

The equipment is made available on the basis there is not a conflict with instructional requirements during the requested time.

Chairperson (Lending Dept.)	Department and School	Date
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LENDING DEPT. STOCK CL.

_____	_____	_____
Date equipment returned	Condition	Charge Department \$

SECURITY OFFICER

ATTENTION: San Francisco State University Security – The above named person hereon, is authorized to remove State equipment as listed during the specified dates shown. Any conflict of information should be reported at once to the University Property Officer.

DISTRIBUTION: Original – Borrower, Copy #2 – Chairperson Borrowing Dept., Copy #3 –Chairperson Lending Dept., Copy #4 – University Property Officer, Copy #5 – University Security Officer.