

LABORATORY EQUIPMENT/DEVICE CHECKOUT FORM

This agreement ensures that any equipment/device borrowed from the CSUSB, School of Computer Science and Engineering will be used and maintained solely by the designated borrower(named below). By signing this form, the borrower accepts responsibility to demonstrate proper use of the specified equipment/device.

All specified equipment/device is the property of the School of Computer Science and Engineering.

Borrower's information:

Name: *

Coyote ID: *

Phone #: *

CSUSB e-mail: *

Signature: *

Date:

Description of equipment/device: (Office Use Only)

Equipment/Device:

Model/Serial #:

CSE Property #:

Items Issued:

AC adapter

USB cable

RS-232 cable

Please check all boxes
that apply.

Other

Special Permission: (To Be Completed by instructor) **

Request:

Extended borrow period (Please specify dates below)

Other

From

To

Instructor's Signature:

Date:

Time Stamps: (Office Use)

Checkout Date:

Time:

Technician's
Signature:

Return Date:

Time:

Technician's
Signature:

* Required fields.

** Equipment/device borrowed overnight must be returned the following day before 10:30 AM unless special permission is requested by the instructor.

*** No weekend borrowing is allowed.