

# Bahir Dar University

## LABORATORY SECTION

## Employee Equipment Checkout Form

Complete these sections upon checkout.	<b>This section to be completed by Employee</b>			
	Borrowers Full Name: <input style="width: 90%;" type="text"/>		Departemnt: <input style="width: 80%;" type="text"/>	
	Address: <input style="width: 90%;" type="text"/>		ID: <input style="width: 80%;" type="text"/>	
	<b>Reason for Taking Equipment :</b>			
	<b>CAES Tag Number:</b>	<b>Description</b>	<b>Serial Number</b>	
	I have read and understand the terms of taking this equipment as detailed in the University Policies.			
			Date: <input style="width: 80%;" type="text"/>	
<i>Borrower's Signature</i>				
<b>This section to be completed by provider</b>				
Defects, damage or known problems with the equipment at time of checkout:				
<b>Signature of Chairperson (or designate):</b>				
		Date: <input style="width: 80%;" type="text"/>		
<i>Name</i>	<i>Signature</i>			
Complete upon return.	<b>CAES Tag Number:</b>	<b>Departement and Responsible Person</b>	<b>Building</b>	<b>Room Number</b>
	<b>All equipment returned to:</b>			
	Tag #	returned to:		
	Tag #	returned to:		
	Tag #	returned to:		
	Tag #	returned to:		
	<b>Signature of Chairperson (or designate):</b>			
		Date: <input style="width: 80%;" type="text"/>		
<i>Name</i>	<i>Signature</i>			