

**University of North Carolina at Greensboro**

**EQUIPMENT CHECK-OUT LIST**

Organization: \_\_\_\_\_

*Use this form to record the temporary removal of university equipment from the normally assigned campus Organization or employees due to:*

- 1) Loan to another university Organization or activity for 2 weeks or less*
- 2) Repair at an on-campus or off-campus location*

**Keep this form for your Organizational inventory files.**

| Equipment Description | Asset Number | Checked Out By: Name | UNCG Org. or Repair Co. | Removed      |                                  | Returned      |                                  |
|-----------------------|--------------|----------------------|-------------------------|--------------|----------------------------------|---------------|----------------------------------|
|                       |              |                      |                         | Date Removed | Initials of Borrower/ Repair Co. | Date Returned | Initials of Borrower/ Repair Co. |
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