

DEPARTMENT OF MECHANICAL ENGINEERING COMPUTER/PROJECTOR LOAN FORM

For a better inventory practice within the ME department, if it is necessary for a faculty member to use departmental computer equipment or projector at an off-campus site, the faculty member must get advanced approval from the department chair by filling out a departmental computer-loan form and get the chair's signature. A fund number must also be listed in case of theft or damage incurred during the time it is on loan. The loan form should include a description of the equipment, its USC Equipment ID number, the purpose of the travel, the intended usage, the duration of the loan, and the user's name and signature.

REQUESTOR

Name: _____ Signature: _____ Date: _____

Purpose of Travel: _____

Intended Usage: _____

Location of the Intended Usage: _____

Dates of Travel: _____ through _____

Fund Number (in case of damage or theft): _____

EQUIPMENT DESCRIPTION

Make: _____

Model: _____ Serial Number: _____

USC Equipment Identification Number: _____

APPROVAL

Approve Disapprove Need More Justification _____
Faculty Advisor

Approve Disapprove Need More Justification _____
Chair Signature