



College of Education Technology Center

EQUIPMENT CHECKOUT FORM- LONG TERM LOAN

(To ensure availability please book your equipment at least three (3) days in advance of need)

Name: (please print)	WCU Supervisor:
Student ID:	Coop Teacher:
Email Address:	School Name:
Telephone #:	School Phone:
Checkout Date & Time:	Return Date:
	Subject/Grade:
Home Address:	Return Date: <b>MAY 5, 2011 BY NOON</b>

**Special Instructions for After Hours Pick-up / Return:**

Item #	Quantity	ITEM DESCRIPTION (include all accessories)

I accept responsibility for the equipment borrowed. I will operate the equipment carefully and not leave it unattended. I will also report to COETC any problems incurred during use of this equipment.

**\*\* Students Must Sign Student Responsibility on Back of Form \*\***

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**WITNESSED BY:** \_\_\_\_\_

<b>FOR OFFICE USE:</b>
<b>Date Equipment Returned and Verified as OK: (Initial &amp; Date)</b>
<b>Date Request Entered on Calendar, Database, Expandable Folder, etc.: (Initial &amp; Date)</b>

Item # \_\_\_\_\_

Student Equipment Responsibility Form

I am a student of West Chester University, in an education course, and I am borrowing technology equipment (items checked below) from the College of Education Technology Center to be used outside of the classroom. I understand that I am responsible for all the equipment in my possession, and that it must be returned in the same condition in which I received it. I understand that I may be charged the replacement cost (amount listed below) for any equipment that is lost, stolen, not returned, or damaged.

\*\* There is a \$3 per day charge for each overdue item\*\*

Equipment list and approximate replacement cost:

<b>Laptop \$1200</b>	<b>PDA \$400</b>	<b>Video Dig Cam \$400</b>	<b>Dig Still Cam \$400</b>
Carrying Case	PDA	Camcorder	Camera
Mouse	Cradle	Carrying Case	Battery
Power cord	Power cord	Battery	Firewire cable
Floppy drive	Stylus	Charger	Charger
Software/manuals	Cover	Firewire cable	Carrying case
Other:	Other:	Other:	Other:

**Miscellaneous Equipment:**

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_