

GTCC

REQUEST FOR USAGE OF GTCC EQUIPMENT OFF CAMPUS

I hereby request permission to remove (for school purposes only) the following equipment item(S) from GTCC property:

DATE OF REQUEST:

__DEPARTMENT:

__REQUESTED BY:

__ITEM DESCRIPTION:

__STATE ID NUMBER (838):

__SERIAL NUMBER:

__DATE & TIME FOR REMOVAL:

__CURRENT LOCATION OF ITEM: CAMPUS

__BLDG.

__ROOM #

__DATE & TIME TO BE RETURNED:

APPROVED BY: _____ **DATE:**

(DEPARTMENT HEAD/SUPERVISOR)

(INVENTORY CONTROL) **DATE:**