

State Equipment Use Request

Electrical Engineering Department
California Polytechnic State University
San Luis Obispo, California

User's Name: _____, _____ ☐ Faculty/Staff ☐ Student

Student's I. D. # _____ - _____ - _____ Telephone # _____

Purpose of Loan: ☐ Senior Project Work ☐ Instructional and/or Educational Use

☐ Other - Explain _____

Briefly describe your Sr. Project and why the equipment must be checked out:

Location where equipment will be used: _____

Equipment Requested:

Description	EE Tag #	Value \$	Quantity

The "User" is liable for the stated value of the equipment whether lost, stolen or damaged. If the "User" is a student, then an academic hold will be placed on his/her record until debt is paid. Identical equipment may be accepted instead of the monetary value.

Equipment must be returned to a Department Technician by: Date __/__/____

Approved By: Department Technician _____ Date __/__/____

Student's Advisor _____ Date __/__/____

Department Chair _____ Date __/__/____

Received By: User _____ Date __/__/____

Return Acknowledged By: Dept. Technician _____ Date __/__/____