

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
BORROWED EQUIPMENT REQUEST**

____ GCCCD Office
____ Cuyamaca College
____ Grossmont College
____ ECPAC

(See Procedures on reverse side)

Equipment to be borrowed from: _____
Department _____

Equipment to be borrowed by: _____

Date equipment to be borrowed: From: _____ To: _____

Item(s) of equipment: _____ GC # _____
_____ GC # _____
_____ GC # _____

ATTACH ADDITIONAL SHEET IF NECESSARY

The user of District owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use and shall be responsible for its safe return.

Destination of equipment: _____

Equipment Use:

____ Necessary for employee assignment

____ Project representing college

Explanation (Equipment must be used for functions pursuant to Board Policy #708.) (See copy of policy on reverse side.)

Approved: _____
President, Vice Chancellor or Designees

Logged out by department representative: _____
Signature _____ Date _____

Accepted by borrower: _____
Signature _____ Date _____

Equipment returned:

Date/Time: _____ AM
_____ PM Signed _____
Department Representative

CAMPUS BUSINESS OFFICE MUST BE NOTIFIED WHEN EQUIPMENT IS RETURNED

Distribution: Campus Business Office - White
Department - Yellow
District Security Office - Pink
Borrower - Goldenrod