

# ITC Equipment Reservation Form

Reservation Date	Check-out Date	Checked out by
Reservationist	Date Returned	Checked in by

To: Insurance Coordinator Safety and Risk Management

From: The Instructional Technology Center/COE

Listed below is equipment which will temporarily be used off campus by an employee of Georgia State University for the benefit of the state or which will be moved within or outside a university building. Please add these items to the transient state property insurance policy.

The following equipment was checked out:

Equipment Description or Name	GSU or Serial Number	Replacement Value	Return Date

The Borrower is a GSU     Student     Faculty / Staff

*My signature below indicates that I understand that I am responsible for the cost to repair or replace the equipment listed above if it is lost or damaged for any reason while checked out to me at the replacement value indicated on this sheet. I further understand that I am to return the equipment on the date indicated above, and agree to pay a late fee of \$5.00 per day per item if overdue.*

Borrower's Name (Please Print)	Borrower's Telephone Number
Borrower's E-Mail Address	Borrower's Panter Card Number
Borrower's Signature	Today's Date

**Faculty / Staff Authorization for Student Equipment Use:**  
*My signature below indicates that I understand that the ITC Policy does not allow students to check out equipment without my signed authorization on GSU letterhead and my authorized signature below:*

Faculty/Staff Name (Please Print)	Department / Telephone Number
Faculty/Staff Signature	Today's Date

