



# HOUSTON COMMUNITY COLLEGE SYSTEM

## Curriculum Innovation Center EQUIPMENT CHECKOUT AGREEMENT

DATE LOANED \_\_\_\_\_  
DUE TO RETURN \_\_\_\_\_

ITEM \_\_\_\_\_

HCC TAG \_\_\_\_\_ MODEL NUMBER \_\_\_\_\_

SERIAL NUMBER \_\_\_\_\_

ACCESSORIES ITEMS	# OF ITEMS	ACCESSORIES ITEMS	# OF ITEMS	
ADDITIONAL BATTERIES		FLOPPY DRIVE		
BATTERY CHARGER		INSTRUCTIONAL MEDIA	Book	CD
BATTERY PACK		KODAK CAMERA DC210		
CAMERA TRIPOD		KODAK CAMERA DC290		
CANNON ELURA DIGITAL		LENSES		
CANNON ELURA 20				
CARRY CASE				
CD/CDRW				
CORDS				

It is the responsibility of the \_\_\_\_\_ Department and \_\_\_\_\_ (the individual making the loan) to use the equipment in the manner in which it was intended. It is required that the undersigned be responsible for returning the above referenced equipment in the same good working condition in which it was loaned.

Should this equipment be lost, stolen or damaged it is the responsibility of the department/individual to replace the equipment or have it repaired from the departmental budget.

Signed \_\_\_\_\_ (Person Loaning)  
Curriculum Innovation Center Northline Campus Rm 417

Signed \_\_\_\_\_  
Responsible party

Signed \_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Department Budget Number

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
HCCS phone number

\_\_\_\_\_  
HCCS Office number

\_\_\_\_\_  
Home phone

\_\_\_\_\_  
Home phone

**Office Use Only**