Houston Community College  
Curriculum Innovation Center  
iPOD EQUIPMENT CHECKOUT AGREEMENT  

DATE LOANED ____________  

DUE TO RETURN ____________  

ITEM ____________________________________________________________  

HCC TAG ___________  MODEL NUMBER ________________________________  

SERIAL NUMBER __________________________________________________  

<table>
<thead>
<tr>
<th>ACCESSORIES ITEMS</th>
<th># OF ITEMS</th>
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</thead>
<tbody>
<tr>
<td>Belkin MIC</td>
<td></td>
<td>INSTRUCTIONAL MEDIA</td>
<td>Book</td>
</tr>
<tr>
<td>CARRY CASE</td>
<td></td>
<td></td>
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<td>CABLES ex: usb, firewire, etc.</td>
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</table>

Brief description for use of iPod:  
________________________________________________________________________  
________________________________________________________________________  
________________________________________________________________________  
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 ____________________________  
Signed ____________________________  

Responsible party  
Department Chair  

Signed ____________________________  
Department Budget Number  

Print Name  
Print Name  

HCCS phone number  
HCCS Office number  

Home phone  
Home phone  

6+920001 Form revised 9.10.07  
Prepared by Marcellin, Patrice  

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