



Houston Community College

Curriculum Innovation Center

IPOD EQUIPMENT CHECKOUT AGREEMENT

DATE LOANED _____

DUE TO RETURN _____

ITEM _____

HCC TAG _____ MODEL NUMBER _____

SERIAL NUMBER _____

ACCESSORIES ITEMS	# OF ITEMS	ACCESSORIES ITEMS	# OF ITEMS		
Belkin MIC		INSTRUCTIONAL MEDIA	Book		CD
CARRY CASE					
CABLES ex: usb, firewire, etc.					

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 _____
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
