Reset Form

Print Form

EQUIPMENT LOCATION RECORD

DEPARTMENT _____

Use this form to record temporary removal of WFU equipment from the normally assigned location.
Examples are: Loan to another University department, Loan for an activity,
Extensive repair at another location (on-campus or off-campus)

Keep this form for your departmental inventory files.

Equipment Description	Asset Number	Checked Out By	Department	Check Out Date	Initials	Return Date	Initials