



Republic of the Philippines
President Ramon Magsaysay State University
Iba, Zambales, Philippines
Tel/Fax No.: (047) 811-1683
College of Communication and Information Technology

BORROWING OF EQUIPMENT REQUEST FORM

Name of Borrower: _____ Date : _____
Department/ Office: _____ from: _____
Purpose: _____ to: _____

Verified and checked by:	Approved:
_____ Signature over Printed Name of the Laboratory Technician	_____ Signature over Printed Name of the Dean
DATE:	DATE:

Remarks for equipment returning. (To be accomplish by laboratory custodian)

Please Check:

Complete and good condition

Bad condition/incomplete.

Details: _____

Date returned: _____

Verified and Checked by:

ISMAEL MIRADOR
Laboratory Custodian

Noted:

MENCHIE A. DELA CRUZ, Ph.D.
Dean, CCIT



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~~Requestor's copy~~

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PRMSU
CONTROLLED COPY
BY: GERRY DU. ORAYA
DATE: JUN 19 2019

Agreement to Borrow Equipment and Release of Liability

I agree to keep the equipment with me at all times. I understand that I am personally responsible if it is lost, stolen, or damaged. I will pay all repair/replacement costs resulting from damage or loss (including theft) of the equipment while it is checked out in my name.

I agree to return the equipment in good working order to a Laboratory Custodian. Laboratory Custodian will determine if the equipment is in good working order or if it has been damaged.

My signature below indicates I have read the Electronic Equipment Borrowing Agreement and I agree to abide by the conditions of use.

Borrower's signature _____ Date _____

Print name _____ Email address _____

Form No: PRMSU-ASA-CCITSF02	Revision No: 01	Effectivity Date: June 19, 2019	Page 3 of 3
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