

# ADMINISTRATIVE PROCEDURE No. AP8920

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## Equipment Lending Procedure

Date Adopted: March 03, 2015

Date Revised:

Date Reviewed: March 03, 2015

### Procedures for Equipment Lending

1. Equipment may be borrowed:
  - By faculty and staff of the college
  - For instructional and presentation purposes
  - For class times for faculty and For class times for faculty and for longer periods when needed for workshops or meetings for staff, faculty and official students organizations recognized by the College.
2. To borrow equipment, a valid identification card must be presented during pick-up:
3. Privileges to borrow equipment may be revoked or suspended due to the following;
  - a. Repeatedly returning equipment late
  - b. Returning equipment that is damaged or otherwise not complete or in good condition.
  - c. Repeatedly not picking up booked equipment.
4. The following form should be complete by staff and the borrower prior to any equipment being borrowed.

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Equipment Lending Form	
<b>Name:</b> _____	<b>Department:</b> _____
<b>Phone Number:</b> _____	<b>E-mail Address:</b> _____
<b>Department Head:</b> _____	
Equipment Information: _____ _____ _____	
Reason equipment is being borrowed: _____ _____ _____	
Location where borrowed equipment will be used: _____ _____	
<b>Terms of Loan:</b> The equipment indicated above is the property of the College of Micronesia-FSM and is to be used only for the purposes indicated in the borrowing policy.	
Period of loan: From _____ To _____	
Restrictions of use: _____ _____ _____	
<input type="checkbox"/> I have read and understand the equipment borrowing policy detailed above.	
<input type="checkbox"/> I understand that I am responsible for damage or loss of the above equipment while it is in my care, custody, and control.	
Signature of borrower: _____ Date: _____	
Authorized by: _____ Date: _____ Staff	