

NEW RIVER COMMUNITY COLLEGE

AUTHORIZATION AND CUSTODY RECORD OF EQUIPMENT TEMPORARILY REMOVED FROM CAMPUS

Date

Item Description

NRCC Inventory Number

Location of Item (College Room No.)

Serial Number

I accept custody of the above equipment for official off-campus use. In doing this, I assume full responsibility for such equipment, and in the event of its loss or damage, I shall make payment to the College at the price shown on the equipment inventory record. I also understand that the equipment is on temporary loan and must be returned to the College as soon as practical or upon request.

Equipment will be used for college business only. _____(*Initial of Temporary Custodian*)

Approximate Date of Return

Signature of Temporary Custodian

Print Name of Temporary Custodian

APPROVED BY:

Dean
(Usual Custodian)

Vice President for Finance &
Administrative Services

Date Returned

Received By

PREPARE IN TRIPLICATE

Distribution of Copies:

Original - Business Office

Copy 1 -Dean

Copy 2 - Temporary Custodian