State Equipment Use Request  
Sonoma State University  
Department of Engineering Science

User’s Name: ___________________________  [ ] Faculty/Staff  [ ] Student  

Student’s I. D. # __________ Telephone # ____________________________

Purpose of Loan: [ ] Senior Project Work  [ ] Instructional and/or Educational Use  
[ ] Other - Explain ____________________________________________________

Briefly describe your Sr. Project and why the equipment must be checked out:  
___________________________________________________________________  
___________________________________________________________________  
___________________________________________________________________

Location where equipment will be used: ________________________________

Equipment Requested:

<table>
<thead>
<tr>
<th>Description</th>
<th>EE Tag #</th>
<th>Value $</th>
<th>Quantity</th>
</tr>
</thead>
</table>

The “User” is liable for the stated value of the equipment whether lost, stolen or damaged. If the “User” is a student, then an academic hold will be placed on his/her record until debt is paid. Identical equipment may be accepted instead of the monetary value.

Equipment must be returned to a Department Technician by: Date __/__/____

Approved By:  
Department Technician __________________ Date __/__/____  
Student’s Advisor __________________ Date __/__/____  
Department Chair __________________ Date __/__/____

Received By:  
User __________________ Date __/__/____

Return Acknowledged By: Dept. Technician __________________ Date __/__/____