**Department of Mechanical Engineering**

**Short-term Loan Record**

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| **Important notes:**1. This form is designed for short term loan only. Borrower should renew the loan record after six months with all necessary signature and show the loan items to the technician-in-charge, otherwise the privilege to use the items will be revoked.
2. This form should be filed by the technician-in-charge. The record should be cross out when the items has returned to the technician-in-charge.
3. If the loan item is lost, borrower should report to the department immediately and submit a lost report with the endorsement of his/her supervisor.
4. Technician-in-charge may decide to leave out the endorsement in (5) & (6) if the item is directly loaned to academic staff or other technical staff.
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Technician-in-charge of the inventory items: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location or DIN of the inventory items: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| (1) Date of loan-out | (2) Inv. number(s) If applicable | (3)Item descriptions (Make, Model, Serial #, etc) | (4)Name and signature of the borrower | (5)Name & endorsement of the staff in charge of the item.  | (6)Name & endorsement of supervisor of borrower, if different from (5) | (7)Date of return |
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