



### Equipment Requisition Form

#### Applicant Information

Requested Requisition Date: \_\_\_\_\_ Projected Return Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_  
*Last First M.I.*

Job Title: \_\_\_\_\_

Actual Requisition Date: \_\_\_\_\_ Holder Signature: \_\_\_\_\_

Intended Location: \_\_\_\_\_  
\_\_\_\_\_

Reason for use: \_\_\_\_\_  
\_\_\_\_\_

Make	Model	Serial Number

\_\_\_\_\_  
*Inventory Manager Signature Date*

#### Equipment Return

Date of Return: \_\_\_\_\_ Holder Signature: \_\_\_\_\_

\_\_\_\_\_  
*Inventory Manager Signature Date*

#### Equipment Condition

Description: \_\_\_\_\_

Status of Request:  Accepted  Declined