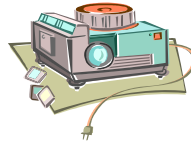


# PROPERTY/EQUIPMENT USE FORM



P-304

EVENT: \_\_\_\_\_

DATE/TIME: \_\_\_\_\_

LOCATION/ADDRESS: \_\_\_\_\_

QUANTITY

ITEMS NEEDED: [ ] Table \_\_\_\_\_

[ ] Chair \_\_\_\_\_

[ ] Other \_\_\_\_\_

DATE TO RETURN: \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_ CONTACT #: \_\_\_\_\_ DATE: \_\_\_\_\_

I hereby understand that I am responsible for the upkeep of the property/equipment to which I will take in my possession. To the best of my ability, I will return all property/equipment in the condition in which I received it.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

Approved [ ]

Denied [ ]

Signature: \_\_\_\_\_ Date: \_\_\_\_\_