

Damaged Equipment Form

In conjunction with the Production Policy and Procedure Manual - Section 2.13 DAMAGE TO EQUIPMENT

All faculty, staff, students, and alumni who returned equipment deemed damaged must complete this form; picture evidence signed by the submitting party must be attached to this form.

Name:

NetID:

Date:

Dept:

Contact No.

Barcode:

Equipment Description:

Detailed description of incident leading to damage:

Signed:

Date:

By Signing this I confirm I have read section 2.13 of the Production Policy and Procedure Manual and may be liable for payment of above item/s.

Equipment Cage:

Date:

Director of Production:

Date: