

Terms and Conditions
Borrowed Equipment

Equipment : Viewsonic Pj559D Projector

Serial No : QUR082005621

Conditions :

- 1. No personal use allowed. Equipment must be utilized for work purposes only
- 2. Equipment must be returned to the Information Systems Department no later than 9:00 AM the following day.
- 3. Equipment must be returned in the same manner it was borrowed
- 4. Notify the Information Systems Department should the equipment function abnormally or has been damaged.
- 5. Nobody other than city employee should use the equipment.
- 6. Handle with care.

Amendments :

Approved : _____ Date : _____

Sign Out : _____ Date : _____

Sign In : _____ Date : _____