

REQUEST FOR EQUIPMENT

This form tracks equipment/items that are in the temporary custody of an AACMHA employee. No equipment shall be taken unless the employee has completed a Request for Equipment Form.

All equipment in the employee's custody should be listed below. Provide all information requested.

All equipment usage is for the benefit of the organization and the convenience of the employee and not for personal use.

THE FOLLOWING GUIDELINES APPLY TO EQUIPMENT BEING REQUESTED AND USED BY AN EMPLOYEE:

- The copies are to be used for work-related activities.
- The request must be made at least a week in advance of the date needed.
- The employee is responsible for safeguarding the equipment while it is in his or her possession.
- If the equipment is stolen or broken, immediately notify the Office Manager or Chief Financial Officer.

Date and Time Item Is Needed	Item Description	Serial Number (if applicable)	Purpose for Usage

Date of Equipment Request: _____

Employee Requesting Usage (print name) _____ **Signature:** _____

Released By (print name) _____ **Signature:** _____ **Date:** _____

Complete upon return of all equipment by Officer Manager or Assignee: I, _____, acknowledge receipt of equipment listed above.

Signed: _____ Date: _____