



Palomar Community College District Equipment Removal Request

Name: _____

Email: _____

Employee: _____

ID #: _____ Phone #: _____

Work Order #: _____

Student: _____

Equipment: _____

Purpose/Need: _____

Equipment Custodian: _____ Department: _____ Ext.: _____ Tag or ID: _____

Equipment Due Back (no later than): _____ PO #: _____ Value \$: _____ Serial #: _____

Other note: _____

Instructions: When listing the equipment, be certain to list all adapters, cables (e.g. HDMI) and accessories and seek the estimated value from the custodian. The "equipment custodian" is the District Employee responsible for checking out (releasing) the equipment. If additional space is needed for the purpose or to list equipment, be sure to attach a second page. The Tag or ID# space should always be filled in by entering the tag, generic ID# or serial # of the equipment.

Acknowledgements

Students: By signing below, I hereby acknowledge that I am solely responsible for safeguarding and returning the equipment noted above. The equipment is to be returned to the Equipment Custodian in the same condition as it was when I first checked it out and by the Equipment Due Back Date noted above. If the equipment is not returned according to schedule, I understand that certain holds may be placed on my student account that restrict me from registering for future classes. If holds are placed on my account, they will remain in place until which time that either the equipment is returned to Palomar College in satisfactory condition or until all associated fees or fines have been cleared in connection with the equipment in question.

District Employee: By signing below, I hereby acknowledge that I am solely responsible for safeguarding and returning the equipment noted above. The equipment is to be returned to the Equipment Custodian in the same condition it was in when I first checked it out and by the Equipment Due Back Date noted above. When I check out District equipment for use outside of my primary work space (including but not limited to off campus) I must adhere to District policies and procedures associated with the removal of equipment. Such policies and procedures, both specific and general in nature, are found in AP 3720 Computer and Network Use, AP 6520 Security for District Property, AP 7371 Personal Use of Public Resources, as well as in employment contracts, collective bargaining agreements (CBAs) and employee handbooks. My signature below is an acknowledgment that the responsibility to meet all relevant District guidance (including contractual) with respect to checking out or removing equipment (from my primary workplace), rests with me.

**** District devices available for check out may include monitoring features that can be activated if the equipment is not returned on time or goes missing. Monitoring may include location features, as well as system, audio or video activation and control. ****

Employee or Student Signature: _____

Date: _____

Equipment Custodian Signature: _____

Date: _____

Director or VP Signature: _____

Date: _____

***Covid-19 update: You and an Administrator must sign this form in order for you to checkout equipment. When checking out tech equipment, submit the signed form to helpdesk@palomar.edu prior to your appointment date. If you have any questions, contact the Help Desk via email, or phone at 760-744-1150 ext. 2140.**

OFFICIAL USE ONLY
Returned: _____