



The Presbyterian University of East Africa

SCHOOL OF COMMUNICATION STUDIES

SE-4

INDIVIDUAL EQUIPMENT RELEASE FORM

Name: _____ ADM NO _____

Academic Program: _____ Year of Study: _____

E-Mail: _____ Tel: _____ National ID Number: _____

PLEASE NOTE:

- You are responsible for making sure you have the right equipment and proper understanding of its use. If you have any questions, please ask the Technical Engineer before you pick the equipment.
- It is your responsibility to ensure the safety of the equipment and agree to bear all costs if it is damaged or lost while in your custody.
- By signing this form, you agree to release and hold harmless the University (its officers, agents or employees) from any liability or costs associated with or arising from using the equipment.
- You **MUST** surrender your original National ID and a copy of University ID to the issuing officer as a form of security. Your National ID will only be released after ensuring the equipment issued has been brought back in good order and working condition.
- Please note that any abuse, misuse or unauthorized modification, vandalism or destruction of any University equipment issued to you will automatically attract disciplinary action as per the university rules and regulations.
- You must return the equipment at least thirty (30) minutes before close of business time on the same day; failure to which you will automatically attract disciplinary action as per the university rules and regulations.

Equipment Requested/Released:

EQUIPMENT DESCRIPTION	MODEL	SERIAL NUMBER	CONDITION

Pick up Date: _____ Time: _____ Sign: _____

Return Date: _____ Time: _____ Sign: _____

For official use only.

Received By: _____ Sign: _____

Comments: _____
