



FORT BERTHOLD COMMUNITY COLLEGE
New Town, ND 58763

EQUIPMENT CHECKOUT FORM
Media Equipment

Policy:

Request for all Audio/Video equipment check out should be made through the Media or Technology Department Staff who are responsible for the campus for the Inventory of each Item.

Items shall not be removed from the campus for extended periods of time without following the proper check out procedures as started below. Notification to the Dean of Technology of all items leaving the FBCC campus is required of the following items.
(e.g. cameras, video camcorders, VCR, Projection System etc.)

Model: _____ Serial NO. _____

Description of equipment: _____

(If this item computer equipment, include brand, CPU clock speed, hard-drive size, RAM size, and monitor size)

Purpose: Check one:

Off- campus instruction

Faculty Instructional Development Community Service

Administrative Office Work

Other (describe) _____

Signature: _____ Date: _____

APPROVAL (must be signed by person available than must be signed by Technology Techs or Distance Ed Tech.)

Checking equipment out dates: From ___/___/___ to ___/___/___

* Equipment cannot be checked out long than 1- week at a time without the consent of media department, tech department, distance ed department personal.

THANK YOU