

**State Equipment Use Request  
Sonoma State University  
Department of Engineering Science**

User's Name: \_\_\_\_\_  Faculty/Staff  Student

Student's I. D. # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Telephone # \_\_\_\_\_

Purpose of Loan:  Senior Project Work  Instructional and/or Educational Use  
 Other - Explain \_\_\_\_\_

Briefly describe your Sr. Project and why the equipment must be checked out:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location where equipment will be used: \_\_\_\_\_

Equipment Requested:

Description	EE Tag #	Value \$	Quantity

The "User" is liable for the stated value of the equipment wether lost, stolen or damaged. If the "User" is a student, then an academic hold will be placed on his/her record until debt is paid. Identical equipment may be accepted instead of the monetary value.

Equipment must be returned to a Department Technician by: Date \_\_/\_\_/\_\_

Approved By: Department Technician \_\_\_\_\_ Date \_\_/\_\_/\_\_  
Student's Advisor \_\_\_\_\_ Date \_\_/\_\_/\_\_  
Department Chair \_\_\_\_\_ Date \_\_/\_\_/\_\_

Received By: User \_\_\_\_\_ Date \_\_/\_\_/\_\_

Return Acknowledged By: Dept. Technician \_\_\_\_\_ Date \_\_/\_\_/\_\_