

**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 |
|-------------|----------|----------|----------|
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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 __/__/__