

Tzu Chi School Foundation – Tzu Chi University of Science and Technology

Equipment Lending Form

Receiving date: _____
(Filled out by the unit's case officer)

Club (unit) Name								Activity Name (The activity application form or approval must be attached)			
Borrower's Name						Grade					
			Student ID. No					Tel			
Borrowing Date						Return Date					
No	Num.of Item	Quantity/Unit	Asset number	No	Num.of Item	Quantity/Unit	Asset number				
Rules for borrowing equipment					Case Officer		ID and equipment return				
<p>1. Equipment borrowing shall follow each unit's lending rules.</p> <p>2. ID must be presented to borrow equipment. If the equipment is lost or damaged, the ID shall be withheld. The borrower (or borrowing unit) shall be responsible for all repairs or compensation.</p> <p>3. Please familiarize yourself with the equipment's operation before borrowing. Inspect the equipment for damage during checkout. If you notice any malfunction or damage, immediately notify the relevant personnel. The borrower shall be responsible for damage that goes unreported.</p>				Borrowing		<input type="checkbox"/> Student ID <input type="checkbox"/> ID card <input type="checkbox"/> National insurance card <input type="checkbox"/> Other ID: _____ <input type="checkbox"/> Equipment returned undamaged <input type="checkbox"/> Equipment lost or damaged: _____		<input type="checkbox"/> Overdue reservation, pickup, return__times (Clubs with more than three overdue events shall lose their borrowing privilege for that semester)			
				Returning							

Retained by the Managing Unit

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Retained by the Borrowing Unit