

LANE COMMUNITY COLLEGE

Off Campus Equipment Use Agreement

College equipment may not be taken off campus for personal use. Links to applicable ORS, Government Standards and Practices Opinion and college policy can be found in the college policy on Equipment: Personal Use, <http://www.lanecc.edu/cops/equipuse.htm> .

Business reason for equipment use:

Department: _____

User: _____ Phone: _____

Intended location of equipment use: _____

Equipment being removed from college premises (Make, model, serial #, and description of equipment):

Date equipment will be removed: _____

Date equipment will be returned: _____

User Signature: _____ Date: _____

Manager Signature: _____ Date: _____