

RONGO UNIVERSITY

SCHOOL OF INFORMATION COMMUNICATION AND MEDIA STUDIES EQUIPMENT REQUISITION FORM

GROUP MEMBERS

NAME	ADM NO Number	Academic Programme	Year of Study	Phone	National ID Number	SIGN

PLEASE NOTE:

- You are responsible for making sure you have the right equipment and proper understanding of its use. If you have any questions, please ask before you pick the equipment.
- It is your responsibility to ensure the safety of the equipment and agree to bear all costs if it is damaged while in your custody.
- By signing this form, you all agree to release and hold harmless the University (its officers, agents or employees) from any liability or costs associated with or arising from using the equipment.
- You MUST surrender your original national and university IDs to the issuing officer as a form of security. Your ID will only be released after ensuring the equipment issued has been brought back in good order and condition.
- Please note that any abuse, misuse or unauthorized modification, vandalism or destruction of any university equipment issued to you will automatically attract disciplinary action as per the university rules and regulations.

Equipment Requested:

Description	Model Number	Serial Number	Condition

For official use only.

Pick up Date: _____ Time: _____ Sign: _____

Return Date: _____ Time: _____ Sign: _____

Received By: _____ Sign: _____

Comments: _____

