

# RONGO UNIVERSITY

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## SCHOOL OF INFORMATION COMMUNICATION AND MEDIA STUDIES EQUIPMENT REQUISITION FORM

Name: \_\_\_\_\_ ADM NO/PF Number: \_\_\_\_\_

Academic Program: \_\_\_\_\_ Year of Study: \_\_\_\_\_

Phone: \_\_\_\_\_ National ID Number: \_\_\_\_\_

**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 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.
- You must return the equipment at least thirty (30) minutes before close of business time on the same day failure to which you will automatically attract disciplinary action as per the university rules and regulations.

**Equipment Requested:**

Description	Model Number	Serial Number	Condition

Pick up Date: \_\_\_\_\_ Time: \_\_\_\_\_ Sign: \_\_\_\_\_

Return Date: \_\_\_\_\_ Time: \_\_\_\_\_ Sign: \_\_\_\_\_

*For official use only.*

Received By: \_\_\_\_\_ Sign: \_\_\_\_\_

Comments: \_\_\_\_\_

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