



**UNIVERSITY OF THE EAST**  
**Information Technology Department**  
**EQUIPMENT RESERVATION FORM**

**APPLICATION FOR THE USE OF:**

**LCD Projector**  
 Including:  
 VGA Cable  
 RCA Cable  
 Power Cable  
 Carrying Case

**LAPTOP**  
 Including:  
 Lithium Battery  
 Power Cord and Adaptor  
 Carrying Case  
 DVD

**BORROWER INFORMATION**

FIRST NAME:   
 LAST NAME:   
 COLLEGE:   
 DEPARTMENT:   
 PHONE NO.:   
 EMAIL:

**DATE OF USE**

**TIME OF USE**

**PURPOSE/SUBJECT:**

**ROOM:**

**TERMS AND CONDITIONS**

- 1 Equipment borrowed should be taken out on the scheduled date and time of use. And must be returned immediately after the reservation schedule.
- 2 Only the faculty members/employees of UE Caloocan are allowed to borrow the equipment. ID must be presented when borrowing.
- 3 Expenses that may be incurred related to the loss or malfunctioning of the Laptop and / or LCD projector including but not limited to its parts and accessories may be charged to the borrower and / or the department / college concerned.

**Conforme:**

\_\_\_\_\_  
 (Signature over Printed Name of the Borrower)

**ACTION OF THE DEAN / DEPARTMENT HEAD**

Approved by:

Disapproved by:

\_\_\_\_\_  
 Dean / Department Head

IT Department

**Issued by:** \_\_\_\_\_  
 Signature Over Printed Name

**Date:** \_\_\_\_\_

Laptop No. \_\_\_\_\_

LCD No. \_\_\_\_\_