

IMPORTANT: This form must be attached to a completed Custody Receipt Form Prior to Releasing Equipment to Student.



CARL PERKINS EQUIPMENT STUDENT LOAN FORM
(Reference: [Carl Perkins Equipment Loans to Students for Educational Use policy](#))

Form to be completed by Academic Division:

EQUIPMENT INFORMATION-----

Description of Equipment to be Loaned to Student for Educational Use:

LA State Tag # _____ Carl Perkins Tag # _____

Model No. _____ Serial No. _____

Academic Division _____ Division Dean _____

Academic Program _____ Department Head _____

Property Location Supervisor _____ Prop. Location # _____

EDUCATIONAL PURPOSE-----

Provide Justification for Loan *and* Describe Educational Use (coursework) to be completed using equipment:

Checkout Date _____ Due Date _____

Estimated Value/Replacement Cost _____

Authorized Delgado Employee to Receive Returned Equipment _____

STUDENT INFORMATION/CERTIFICATION-----

Name of Student _____ Student ID _____

Address/City/State/Zip _____

Phone # _____ Email _____

In accordance with the College's [Carl Perkins Equipment Loans to Students for Educational Use policy](#):

I certify that I accept responsibility for the full cost of the equipment being loaned to me by Delgado Community College. I will be financially responsible for the replacement of all damaged, lost, or stolen equipment and/or accessory parts (excluding normal wear and tear). I further understand I am to use the equipment for educational purposes only to complete the courses/coursework as defined above. **I must return the equipment to the designated authorized College representative by the required return date**, or at any time requested by Delgado Community College.

Student's Signature

Date

APPROVED:

Division Dean's Signature

Date

Form AA-005/001 (5/2020)

Originals: Property Manager; Copies: Carl Perkins Manger