

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:

Date Equipment to be Returned to Authorized Delgado Employee _____

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 (LINK):
I certify that I accept responsibility for the full cost of the equipment being loaned to me by Delgado Community College. If I do not return the equipment by the required return date, or if it is lost, stolen, or damaged beyond economical repair, my student account will be charged the full value of the equipment. 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