# Teaching Equipment Loan Form (for off-campus use)

**Name of Borrower:** ____________________________  
**CityU ID:** ________________  
**Dept:** ________________  
**Mobile:** ________________  
**Email:** ____________________________  
**Year:** __________  
**Course:** ________________  

*Full-time / Part-time*  
*please delete as appropriate*

**Justification:**

<table>
<thead>
<tr>
<th>FAS# / CS Barcode</th>
<th>Item Description</th>
<th>Serial No.</th>
<th>Loan out Handled by</th>
<th>Return to CSLab Handled by</th>
<th>Date</th>
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**Loan out Date:** ____________________________  
**Expected Return Date:** ____________________________  
**Signature:** __________________________________  
**Date:** ____________________________

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**To be completed by Professor/ Lecturer / Supervisor in charge:**

- This/these equipment will be used outside CityU campus.

- **Supervisor’s Name:** ____________________________  
  **Signature:** ____________________________  
  **Date:** ____________________________

(Professor / Lecturer / Supervisor in charge should be aware that the item(s) loaned out will be recorded as staff loan, staff will be responsible for the excess of equipment replacement cost not covered by insurance in case of loss, theft, or damages of the loan item(s).)

**Remarks:**

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**Endorsement: (Items loaned out of CityU Campus must be approved by Head of Department)**

- **Approved by HoD (CS):** ____________________________  
  **Date:** ____________________________

- **Remarks:**

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