

Projector Checkout Form

By signing this form to checkout a projector, I agree to the guidelines for use and accept responsibility for any damage to the equipment incurred while the projector is in my possession. My maximum monetary responsibility is the replacement cost of an equivalent new projector--\$1800.

Guidelines for use:

- Projector is only for use of instructors teaching English classes with AML privileges
- Store projector in its case when not in use
- Projector can only be checked out for one day

Equipment Check-out/in

Out	In	Item
		NEC Projector Model LT240K
		Lens Cap
		Power Cord
		Case
		Ferrite Clamp
		Computer Video Cable
		Mac Adapter for Computer Video Cable
		Remote Control
		Ferrite Instructions
		Quick Connection Guide
		User Software CD
		User's Manual CD

User Information

Check-out Date_____ Return Date_____

Print Name_____ Signature_____

ID #_____ Phone #_____

Email_____