EQUIPMENT CHECK-IN PROCESS

PURCHASE

EQUIPMENT ORDERED

PR CREATED

EQUIPMENT DELIVERED TO MONROE HALL

CHECK-IN

EQUIPMENT CHECKED-IN BY JASON (LAB TECHNICIAN)

TYPE OF EQUIPMENT
NAME OF MANUFACTURER
MODEL #
LIST OF ITEMS INCLUDED
LIST OF ADDITIONAL ACCESSORIES
SERIAL # & LOCATION

EQUIPMENT CHECKED-IN BY MIA (OFFICE MANAGER)

GRANT #
END USER
PURCHASED FROM: (FIRM)
WARRANTY INFORMATION
SERVICE PHONE #
COST
DATE
PLACE WHERE STORED

USE

EQUIPMENT GIVEN TO END USER

IF EQUIPMENT LEAVES MH, SIGN OUT SHEET IS TO BE COMPLETED