

LIST OF ITEMS FOR ISSUE

Please make only ONE trip to the Stockroom.

CHECK IN: (At the BEGINNING of the Semester)	
1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____
7.	_____
8.	_____
9.	_____
Instructor's Signature _____	

CHECK OUT: (At the END of the Semester)	
1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____
7.	_____
8.	_____
9.	_____
Instructor's Signature _____	

4. **Get approval for issue** from your **Instructor** before going to the stockroom. *If your drawer is complete, have your Instructor sign off on this sheet in the appropriate column (check-in or check-out).*
5. Bring your list to the stockroom (room 329), and pick up any needed items.
6. **After** you have made sure the equipment in your drawer is complete, **sign below**.

I have received the above items and will return them in good condition when I check-out.
I understand that I will be billed for any items that have been lost or broken as well as for any items that I have checked out and have not properly checked back in. Failure to check-out of lab will incur a \$20.00 fine.

Date

Desk #

Student's Signature

7. **RETURN "EQUIPMENT CHECKLIST" AND "LIST OF ITEMS TO ISSUE" SHEETS TO YOUR INSTRUCTOR.**