

EOTA – Business Form

	<p><i>Document Title:</i></p> <p>Equipment Check-Out Form</p>
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<p><i>Parent Document:</i> MGTP-003, Control of Customer Property</p>	<p><i>Notify of Changes:</i> MGT, ADM</p>
<p><i>Referenced Document(s):</i> N/A</p>	

Revision History:

Rev.	Description of Change
A	Initial Release
08_0411	Footer removed as document is for internal use only



***NATIONAL NUCLEAR SECURITY ADMINISTRATION
Emergency Operations Training Academy***

EQUIPMENT CHECK-OUT FORM

Name:	Date taken:
Equipment description:	Tag #:
Serial #:	Date of expected return:

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Serial #:	Date of expected return:

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Serial #:	Date of expected return:

Equipment description:	Tag #:
Serial #:	Date of expected return:

Terms & Conditions:

I understand that I am responsible for the equipment that I am removing from the Emergency Operations Training Academy, in Albuquerque, New Mexico, for official use. By signing below, I agree to the following conditions:

1. I will return the equipment in like condition as received, normal wear and tear expected, and free of contamination, on or before the expected return date.
2. In case of loss or damage of the property, I will reimburse the EOTA if required, at the current price of replacement or repair.
3. I will account for or permit inspection by the property custodian (or designee) upon the return of the property.
4. The above property shall not be modified, loaned or transferred to a second party
5. This equipment is the property of the U. S. Government. Title to the property is vested in and will remain with the U. S. Government and the property is for official use only.

Print name

Signature

Property Custodian

Signature

Date returned

Received by