

**California State University, Northridge
Kinesiology Department, HHD
IT Equipment Loan Requisition**

Today's Date: _____

Date needed by: _____

Date Expected back: _____

Date Returned: _____

Employee Name: _____

Equipment (please check one)				
Desktop		Keyboard		Comments:
Laptop		Printer		
Digital Camera		Scanner		
Mouse		Video Projector		
Modem		Other		

Briefly Describe the purpose/usage

IT USE ONLY		
Equipment Type:		Comments:
Brand:		
Model:		
Serial Num:		
University Asset Num:		

Employee Signature: _____ (check-out)

IT Consultant Signature: _____ (check-in)