

UCLA Labor & Workplace Studies Equipment Checkout Form

Full Name: _____

Phone: _____

Email: _____

Date: _____

Audio Kit	QUANTITY
Olympus Carrying Case	1
Tascam DR-40 Digital Audio Recorder	1
USB Cable	1
Tascam PS-P520E AC Power Adaptor	1
SanDisk 32GB Ultra Class Memory Card (Inside recorder)	1
Cleaning Kit	1
BOYA Phantom Lavalier microphone	2
User Manual	1
Video Recorder Box	QUANTITY
Canon VIXIA HF R700 Video Recorder	1
SanDisk 32 GB Memory Card (Inside Camera)	1
External Lavalier Microphone for Canon VIXIA	1
USB Cable	1
HDMI Cable	1
Power Adaptor	1
User Manual	1
Pro Series Professional Tripod	
Epson Perfection Scanner	

Acknowledgements:

I understand the following conditions for borrowing this equipment:

- I will surrender my ID (_____) until the equipment is returned.
- Equipment is provided for educational-related use only.
- Equipment must be returned before 3:00pm on the return date.

I accept full responsibility for the equipment I am borrowing. In the event of loss or damage of the equipment, I will report the circumstances of that loss or damage to the Labor Studies Student Affairs Officer immediately. I agree to return the equipment promptly.

Signature of Borrower: _____

Return Date/Time: _____

Check-in

All items returned in satisfactory condition:	Yes	No
ID returned to borrower:	Yes	No
Date Returned: _____	Received by: _____	