



# BFTV Equipment Loan Verification

The purpose of this form is to verify that specific equipment has been loaned to a BFTV Cluster employee. This form will be kept on file for the duration of the equipment loan period. A copy of this form should be kept with the loaned equipment.

Employee: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Location of Equipment: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Equipment Identification

Include type, manufacturer, model and serial number if available

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Period of Loan (Equipment loans should be reviewed yearly)

From: \_\_\_\_\_ Through: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Approval

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_