



Northeastern Illinois Public Safety Training Academy

## Equipment Loan Request

Organization:	Date Loaned:	Date to be Returned:
Contact Name:	Contact Phone:	
Program Category:	Contact Email:	

## Equipment Requested

## Description of Use

Please describe the intended use of item(s) to be loaned

## Pre-inspection

Please note any damage to item(s) prior to taking items

### **Submitted By**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Received By

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Signature:	Date:	Signature:	Date:
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## Approved By

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



Northeastern Illinois Public Safety Training Academy

# Equipment Return Form

## Return Inspection

Please describe any damage or repair needed to items loaned

**NIPSTA Repair Request Filled out**

## Returned By

Print Name:	Signature:	Date:
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-----Below to be filled out by NIPSTA Staff-----

## Received By

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

### Inspected By

Signature:	Date:
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## NIPSTA Inspection

Describe any damage or repair needed to item(s) returned

## Repair/Service Costs

Amount	Parts/Labor	Unit	Cost
<b>Total Cost</b>			