

**Colour Science Research Unit, Dept. Imaging and Printing
Technology, Faculty of Science. CU
DEVICE LOAN REQUEST FORM**

If Form is not completed legibly, we will not be able to process your request.

SECTION 1. Borrowing information:

Recipient (person who borrows the equipment):

Name _____

Daytime phone # _____ Alternate phone # _____

E-mail _____

The **recipient** is (CHECK ONE): Undergraduate Student
 Post-Graduate Student Lecturer Technician Researcher
First time borrowing a device? Yes No

Equipment Specifications:

Inventory Code	Name of Item
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Duration of borrowing _____

Reason for borrowing (Check all that apply):

- Device trial or evaluation
- Use for personal research (PhD/MSc/Senior Project)
- Use for work or public presentation
- Other (specify) _____

SECTION 2. Additional people involved in the loan request:

Supervisor. When a supervisor is involved, you MUST identify such a person before your request can be processed:

Name/Relationship _____

Organization _____ Title _____

Address _____

Phone Number _____ Email _____

Person requesting the equipment, if other than recipient:

Name _____

Daytime phone # _____ Alternate phone # _____

e-mail _____ Relationship to recipient _____

SECTION 3. Borrower's Responsibility and Liability Statements

Only the person who is accepting FINANCIAL RESPONSIBILITY for this device loan should sign these statements.

Please note that you must IMMEDIATELY report any missing or damaged items in order to minimize your financial responsibility for replacements and/or repairs.

BORROWER'S RESPONSIBILITY AND LIABILITY

I understand and agree that I am responsible for proper handling and use of the device(s).

I am responsible for returning all components to Colour Science Research Unit, Department of Imaging and Printing Technology in a timely manner. If I find that any components listed on the inventory sheet are missing or damaged before signing this form, I must inform the Colour Science Research Unit immediately so I will not be held financially liable.

In the event of loss or damage of the device or any of its components, I will be held financially liable.

The total replacement value of the item(s) I want to borrow is THB_____.

If a malfunction occurs, I must immediately notify the Colour Science Research Unit. I will not be held responsible for equipment malfunction that occurs during normal usage as long as I report it promptly.

Signature of Responsible Person

Date

Print Name

Phone

Return your completed, signed request form to Department office/ Khun Patcharin.