## **UP COLLEGE OF MUSIC BORROWER'S REQUEST FORM**

CTRL NO.

Read these guidelines carefully and in full before borrowing any instruments/equipment. If there is something you are unsure		
about or if you have any questions please speak to your department head or the college's Supply Officer.		
Guidelines:  Only students/ staff/ faculty of the College of Music or other Unstruments/equipment may be borrowed only for the following Instruments/equipment borrowed will be returned on the sare this deadline cannot be met.  Requests must be made 3 days in advance by completing the Unitial approval will be signed by the corresponding departments.  Final approval will be signed by the Dean/OIC.  Borrowers are responsible for the instruments/equipment load relating to loss or damage must be reported promptly.	ng purposes: recital, in day, no later than corrower's form availates in charrge of the in	rehearsals, college's/department's activity/performances. 8:00 pm. An explanation letter should be attached to this document if able at the admin office.
DATE / /	STUDENT ID N	10
NAME OF BORROWER		
PURPOSE:  RECITAL NAME OF RECITALIST  REHEARSAL EVENT NAME  OTHER Specify:		
INSTRUMENTS/EQUIPMENT: (Pls. specify, use addition	onal sheet if nece	ssary )
PC PARTICULARS	PC	PARTICULARS
DURATION OF USE:		I have carefully read the guidelines for borrowing instruments/equipment and understand my responsibilty as the borrower.
DATE:/ (Time) From::	:	Borrower's Signature
APPROVED DISAPPROVED		REMARKS
Name and Signature of Department Head/In-charge	e Date Signe	ed
Noted by  LAVERNE C. DE LA PEÑA		
RETURNED SLIP (pls	s RETURNED this	s SLIP to the supply officer)
Facility and and analysis and		
Equipment returned  COMPLETE		CTRL NO.
DAMAGED SPECIFY:		
LOSS SPECIFY:		
DATE RETURNED: TIME RETURNED:		Attested by:  Building Administrator/Property Custodian