

Report on Damaged or Missing Miscellaneous Equipment

Item: _____ Date of Report: _____

Missing: _____

Damaged (describe): _____

Not working properly (describe): _____

Most recent borrower: _____

Previous borrower: _____

Other Notes:

Actions Taken on Damaged or Missing Miscellaneous Equipment

Date borrower was notified of problem: _____

Repaired by: _____ Cost: _____ Date: _____

Replaced with: _____ Cost: _____ Date: _____

Amount borrower needs to pay, if any: \$ _____ Paid Date: _____

Other Notes: