



GEO Department

GPS EQUIPMENT REQUEST FORM

****This form is required for GPS equipment, borrowed by non-GEO students, staff or faculty. Please complete and return to GEO Department Office (NH073).****

Date of Request: _____ (Requests must be made at least 1 week prior to use.)

Name: _____ Department: _____

I am: _____ a student _____ staff _____ faculty (If student, you must obtain supervisor & your department Chair signature.)

Contact Information: Phone _____ Email _____

Supervisor Name (if student is borrower)

Borrower OR Supervisor Signature

Date

Department Chair Signature

Date

Equipment Requested* (please list ALL pieces):

I understand that I/my department are responsible for the care of this equipment and any damages that occur while it is in my possession. By agreeing to use this equipment, the users' Chair of the Department agrees to compensate the GEO Department up to the full replacement value if any unit is damaged, which is up to \$1000 per unit.

Normally, non-classroom use requires a fee of \$25 per week per unit cost to keep the stock of GPS units working. Do you have funding that can applied to this cost? Note also for grant writing, please use the amount above in financial budget planning. Yes No

*Have all users completed the training at <http://gis.calvin.edu/training> ?
Yes No

Purpose: (indicate here or attach explanation of purpose and location to this form)

Location: _____

Date(s) requested for: _____ Date to be returned: _____

GEO OFFICE USE ONLY:

Reservation Book Checked: _____ Training Required?: _____ Returned?: _____ Condition?: _____

_____ Request Approved with following conditions: _____

_____ Request Denied for following reasons: _____

Lab Manager Signature & Date: _____