

National Cheng Kung University Department of Environmental Engineering
Equipment and Instrument Borrowing Application Form

Applicant's Name		Ext.:
Laboratory		Mobile Phone No.:
Borrowing Time	from	to (yyyy/mm/dd)
Equipment/ Instrument		Purpose:
Using Location	<input type="checkbox"/> Original equipment's location <input type="checkbox"/> Others (Location: _____)	
Common Regulations	1. The applicant should be fully responsible for the equipment/instrument during the borrowing period. The applicant must pay the compensation fee if the equipment/instrument is missing or broken. 2. If equipment/instrument is brought out of the department or borrowed by a member not from our department, the applicant must be approved by the department chair. 3. An applicant who borrows precision instruments must pass the qualification test.	

Applicant's Signature:

Application Date: (yyyy/mm/dd)

Advisor's (Project PI) Signature:

Person in Charge's Signature & Remarks :

Chair's Approval Seal	
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Return Form

Applicant's Name		Ext.:
Borrowing Time	from	to (yyyy/mm/dd)
Equipment/ Instrument		Return Date:

To complete the return procedure, please submit the form to the person in charge.