

Request to Borrow Supplies from Department of Biology

Download form and email to Chuck Stenley at bioshop@jbu.edu

Date of Request: _____ Date of Event: _____

Requesting Party: _____

Affiliation (Lab/Event): _____

Email: _____

Supplies Requested

Supplies Available	Total Available	Replacement Cost	Quantity Requested
Easels	50	40.00	
Poster boards	50	15.00	
Round tables	8	200.00	
Rectangle tables	8	150.00	
Chairs	64	34.00	

Condition of Rented Equipment: (circle one)

Excellent

Good

Fair

Poor

Notes: _____

Initials: Chuck Stenley _____ Requesting Party _____

I understand I am responsible for returning the exact number of borrowed supplies, in the same condition, into the care of the Department of Biology Facilities Manager, Chuck Stenley. If I do not return the same quantity of equipment, in the same condition, I will be responsible for replacing the supplies at the above listed cost.

Full signature of Requesting Party: _____

I have received the above quantity of borrowed Easels and Poster boards in the above noted condition.

Initials: Chuck Stenley _____ Date: _____

Initials: Requesting Party _____