



## **Equipment on Custody Procedures**

### Equipment Reservation and pick up

- 1- Contact Media Services @ 7-1159 and ask to speak with an Administrator, for confirmation of equipment availability and reservation
- 2- Submit Online Custody Request Form and print a copy for your records
- 3- Bring the copy on the Day of equipment pick up
- 4- Administrator provides equipment requested
- 5- Sign Custody Request Form when receiving equipment
- 6- Administrator providing equipment initials Form
- 7- Copy is printed and given to you for your record
- 8- Copy given to Booking for their records
- 9- Administrator keeps original for his record

### Equipment Return

- 1- Contact Administrator before returning equipment
- 2- Return equipment to Administrator **only**
- 3- Return equipment to Room 2250, Monday through Friday 8:00 am to 4:30 pm
- 4- You must sign return of Custody Equipment Form
- 5- Original signed return of Custody Equipment Form kept for records
- 6- You keep copy for your records

### **Important**

You must call and arrange return of equipment with an Administrator. Equipment must be returned **only** to Media Services Administrators. Custody Equipment must be returned by original requestor.