

**EQUIPMENT LOAN REQUEST FORM**

Requested By: \_\_\_\_\_ Function: \_\_\_\_\_

LEA Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Description: (State ID #, approximate box quantity, size, and weight on equipment, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pickup Date: \_\_\_\_\_ Time: \_\_\_\_\_

Pickup Site: \_\_\_\_\_

Pickup Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Special Instructions for Pickup: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature of Receipt: \_\_\_\_\_ Date: \_\_\_\_\_

Delivery Date: \_\_\_\_\_ Time: \_\_\_\_\_

Delivery Site: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Special Instructions for Delivery: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature of Receipt: \_\_\_\_\_ Date: \_\_\_\_\_

Return Date: \_\_\_\_\_ Time: \_\_\_\_\_

Return Site: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Special Instructions for Return: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature of Receipt: \_\_\_\_\_ Date: \_\_\_\_\_