

**Authorized Use of BOCES-Owned Equipment  
Check Out Form**

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Position at NE BOCES \_\_\_\_\_

Date Checked Out \_\_\_\_\_ Date Returned \_\_\_\_\_

Equipment and Quantity to check out:

\_\_\_\_\_ plastic folding tables \_\_\_\_\_ board room chairs

\_\_\_\_\_ LCD projector (\$50 deposit) \_\_\_\_\_ video camera

\_\_\_\_\_ educational equipment \_\_\_\_\_ hand truck / dolly

\_\_\_\_\_ Other: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Signature \_\_\_\_\_  
Employee

Request is:

Date of Decision: \_\_\_\_\_ Signature \_\_\_\_\_  
Executive Director

(Policy and Regulation adopted April 29, 2019)