

**CONCORD UNIVERSITY  
LOAN NOTE/SERVICE REMOVAL FORM**

ISSUING DEPT: \_\_\_\_\_

AUTHORIZED BY: \_\_\_\_\_

DATE ISSUED: \_\_\_\_\_ RETURNED: \_\_\_\_\_

**BY RECEIVING THIS EQUIPMENT I ACCEPT RESPONSIBILITY FOR ITS SAFE RETURN  
TO THE UNIVERSITY:**

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE RETURNED: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

- Copies: (1) Attached to item  
(2) Inventory Control Clerk  
(3) Controller