

**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**