



Digital Design
Camera #3 Kit – Canon 70D
Check Out/Check In Form
 (Check all equipment that is needed)

CHECK OUT

Date Needed _____

Name(s) _____

Project _____

Equipment Checked Out

Check Out Date: _____

Equipment Description: _____

Inventory Number: _____

Serial Number: _____

Video/Audio Equipment Needed

- | | |
|---|---|
| <input type="checkbox"/> Camera #3 – Canon 70D
SN402058000757 – DDES0845 | <input type="checkbox"/> USB to Camera Cord |
| <input type="checkbox"/> Large Camera Bag | <input type="checkbox"/> Multifunction Reader (USB) |
| <input type="checkbox"/> EFS 18-135 mm Lens – SN4342014753 | <input type="checkbox"/> Media Cards # _____ |
| <input type="checkbox"/> EFS 55-250mm Lens – SN4541112002 | <input type="checkbox"/> Canon Batteries # _____ |
| <input type="checkbox"/> Lens Filter Kit | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Polaroid .43x Wide Angle Lens | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Polaroid 2.2x Telephoto Lens | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Polaroid Wireless Shutter | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Canon Battery Charger | <input type="checkbox"/> Other _____ |

Check Out Eligibility:

- Student must demonstrate competency in using specified piece of equipment and all accessories.
- Student must currently be in good standing (grades, attendance, etc.) with NWTC.

Check Out Procedure:

- Complete checkout form and have parent/guardian sign if required.
- Check all equipment before leaving to be sure it is operating properly. Is it important to thoroughly check the equipment prior to assuming responsibility for checked out equipment because students are responsible for any items that are missing or broken upon return.
- Students who do not return equipment and items on time and working properly may lose their checkout privileges.
- Student and parent/guardian are financially responsible for any damage or loss of equipment that is checked out.

Continued on next page...

