



MACQUARIE UNIVERSITY

LINGUISTICS

Sydney, New South Wales 2109 Australia

MACQUARIE
UNIVERSITY ~ SYDNEY

FAX: (02) 9850 9199

FAX TRANSMISSION

ADDRESSEE:	SENDER:
ACCOUNTS OFFICE	
Insurance section	
Macquarie University	
FAX No. Ext 9629	FAX No. Ext 9199
DATE: Time:	No. of pages (including this one)

Please complete all details

Notification of Loan of Equipment for use off University grounds			
BORROWERS NAME :			Student ID
REASON FOR LOAN :			
LOCATION OFF CAMPUS :			
DATE OF ISSUE :		DATE DUE BACK :	
Cross out unused lines	ITEM	MODEL	SERIAL No.
1			
2			
3			
4			
5			
<i>Note: In the event of loss, theft or damage, borrowers may liable for insurance excess (\$3000 max)</i>			
Remarks: (information which may aid recovery after loss or damage) Please return Loan Items promptly or contact issuer			
ISSUED BY:		Signed:	
BORROWERS SIGNATURE:			
RETURNED - DATE:		Signed	
Comments:			
<i>Distribution: Note loan in loan diary, Issue photocopy of completed loan form to borrower and keep original in Linguistics. For items over \$3000 FAX to Insurance Section (02) 9850 9629 Complete form upon return and inspection of items, mark off loan in diary and sign original and borrowers copy.</i>			