



**MACQUARIE  
UNIVERSITY**

FACULTY OF  
HUMAN SCIENCES

# MACQUARIE UNIVERSITY LINGUISTICS

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## FAX TRANSMISSION

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

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