



OC ASSET REQUEST FORM

Requesting Unit	
Requester	
Location	
Event Date & Time	
Expected Return Date	Maximum 24 hours after borrowing

ASSETS REQUESTED

Camera	<input type="checkbox"/>
SD Card	<input type="checkbox"/>
Lights	<input type="checkbox"/>
Neck Microphone	<input type="checkbox"/>
Microphone	<input type="checkbox"/>
Tripod	<input type="checkbox"/>
Camera Lens	<input type="checkbox"/>

Specifications, if any

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ASSET HANDOVER

Handed To	Handed Over By (OC Staff)
Date	Date
Signature	Signature

ASSET RETURN

Handed To (OC Staff)	Handed Over By
Date	Date
Signature	Signature