

Federal Aviation Administration  
Western Pacific Region

**Equipment/Material Loan and Sign-out Sheet**

Item/s: \_\_\_\_\_

Condition of Equipment at time of loan:

New .....

Excellent...

Good.....

Fair.....

Other ....  Explain. \_\_\_\_\_

Proposed date of Return: \_\_\_\_\_ Actual Date of Return: \_\_\_\_\_

Condition of Equipment at time of return:

Same as time of Loan.

Damaged etc.....  Explain \_\_\_\_\_

Other ....  Explain. \_\_\_\_\_

Other Comments concerning use of equipment: \_\_\_\_\_

Name and Address of Borrowing Agency/Company/entity. (of Responsibility)

Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Name, Please Print: \_\_\_\_\_ Title \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

of person Borrowing Equipment:

Approving Official: Name. \_\_\_\_\_ Title. \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Equipment returned** Date: \_\_\_\_\_ Receiving Official. Signature: \_\_\_\_\_