**Department of Mechanical Engineering, The University of Hong Kong**

Record of University Inventory Items loaned to (name of a teaching staff) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from (name and location of a Laboratory) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This record is kept by (name of a technical staff) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as indicated in the Departmental Inventory System. **Keeping of departmental equipment items at home/outside campus premises is not recommended by Finance & Enterprise Office**. This information should be crossed out by ball pen when the item is returned by the teaching staff.

|  |  |  |  |
| --- | --- | --- | --- |
| University Inventory No. | Departmental Item No | Brief descriptions of Item  (E.g. brand, name, model number, serial number) | Signature of the teaching Staff & Date of signing (yyyy.mm.dd) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |