

**UNIVERSITY OF THE PHILIPPINES  
MINDANAO**  
School of Management



SOM OD Form1  
version1 S2024  
October 2024

**REQUEST TO BORROW EQUIPMENT**

1. **Date of the Request:** \_\_\_\_\_
2. **Requesting Party:** \_\_\_\_ Faculty \_\_\_\_ Student \_\_\_\_ Admin Staff/REPS
3. **Office:** \_\_\_\_\_
4. **Equipment to borrow:** \_\_\_\_ LCD Projector \_\_\_\_ LCD Remote \_\_\_\_ Speaker  
\_\_\_\_ microphone \_\_\_\_ Podium \_\_\_\_ HDMI  
\_\_\_\_ Others (please specify) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. **Purpose to borrow:** \_\_\_\_\_  
\_\_\_\_\_
6. **Date Borrowed:** \_\_\_\_\_
7. **Name of Requester:** \_\_\_\_\_  
Signature over printed name  
  
Mobile Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_
8. **Endorsed by (if applicable):** \_\_\_\_\_  
Signature over printed name/Designation
9. **Approved by:** \_\_\_\_\_  
Dean
10. **Date and Time Returned:** \_\_\_\_\_
11. **Returned equipment received by:** \_\_\_\_\_  
Signature over printed name/Designation