

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



SOM OD Form1
version02 S2024
August 2025

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) _____
Time Needed: ____
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:** _____
Building Adminsitrator
10. **Date and Time Returned:** _____
11. **Returned equipment received by:** _____
Signature over printed name/Designation