

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



SOM OD Form1
version2 S2025

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:** _____ **Time Needed:** _____
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:** _____
SOM BLDG ADMINISTRATOR
10. **Date and Time Returned:** _____
11. **Returned equipment received by:** _____
Signature over printed name/Designation