

If you wish to use the digital camera, please call Joyce Philpot in Public Affairs at 733-7651 to check availability. Then please fill out top part of this form, print and bring to Joyce for camera pick-up or fill out a hard copy available in Public Affairs.

Operating instructions are included with the camera. Each user is responsible for returning the camera to Joyce in good working order on the date of return. In the event that any parts are missing, the responsible division will need to make arrangements for immediate replacement.

Due to limited card space, please download all pictures before returning the camera. Any remaining photos left on the card after the camera is returned will be deleted.

**REQUESTOR**

Name  Telephone

Division

Education Building      Other location

**DATES**

Date Out  Estimated date of return

Signature (requestor)

Signature (Public Affairs)

**FOR PUBLIC AFFAIRS USE ONLY**

**EQUIPMENT OUT**

Sony DSC-Vi Cybershot (Serial # 486163)

- Camera
- Bag
- 256 memory stick pro
- Rechargeable battery
- Cables (note quantity)
- Instruction booklet
- Other

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