

Radio-TV-Film In-Field Transfer of Equipment Form

1. All transfers must be approved by the instructor or advisor, and is only an avenue of last resort.
2. RTF reserves the right to restrict certain items or limit the number of items transferred.
3. Items may only be transferred to a person who is authorized to checkout the equipment. For instance, a narrative production student cannot transfer an EX3 to a visual media student.
4. Only one transfer can be made per checkout cycle.
5. The receiving party will be financially responsible for the equipment's safekeeping and return at the designated Check-In Appointment. The receiving party acknowledges that this In-Field transfer of equipment is no different than any other equipment checkout in that the same rules apply and the receiving party acknowledges that he/she will comply with the current Equipment Check-Out Rules.

This portion must be completed prior to checking out equipment.

Transfer Person: _____ Receiving Person: _____
 PRINT NAME PRINT NAME

_____ _____ _____
 Check-out Date and Time Transfer Date and Time Check-in Date and Time

Faculty/Staff Approval: _____ Date: _____
 SIGNATURE

TAG #	Name of item /description of item	TAG #	Name of item /description of item

This portion must be completed at the time of transfer and returned with the equipment.

Date/Time of Transfer: _____

The above equipment is complete and in working order. I have filled out and attached discrepancy sheets detailing any issues that may have occurred while the equipment was in my possession.

Transfer Person: _____
 SIGNATURE

The above equipment is completed and in working order, and I am aware of any discrepancy sheets. I will return it at the date and time listed above. I am now responsible for the items listed above.

Receiving Person: _____
 SIGNATURE

This sheet must be turned in at the time of check-in along with any discrepancy sheets.