

Student-to-Student Equipment Transfer Document

When transferring equipment from one student to another student, the student who is taking possession of the equipment is required to inspect each and every item in the system in order to detect: 1) **missing items**, or 2) **damaged items** before his or her team assumes responsibility for the equipment. Any missing or damaged items must be listed in the box below. Failure to do so will result in the student and his or her team being held responsible for the missing or damaged items. The student accepting possession of the equipment must sign and date this form on the right-hand corner below.

The student who is transferring the equipment over to another student must also sign and date this form in the left-hand corner below to stipulate agreement with and acceptance of the notations contained in this transfer document. Failure to do so will result in the student and his or her team being held responsible for the missing or damaged items.

Circle the system that you are inspecting for missing or damaged items						
Red 5200	Blu 5200	Yel 5200	Grn 5200	Wht 5200	Pur 5200	Org 5200
Red Panasonic		Blu Panasonic			Yel Panasonic	
Red Sony FS5 Cine Rig		Blu Sony FS5 Cine Rig			Yel Sony FS5 Cine Rig	

Put an "X" in one of the following boxes below

<input type="checkbox"/>	Upon inspection of the system, I have detected NO missing items or damaged items
<input type="checkbox"/>	Upon inspection, I have detected the following missing items or damaged items.

List the following missing items or damaged items in the box below:

Student Transferring Equipment

(Print Name)

(Signature)

(Date)

Student Accepting Equipment

(Print Name)

(Signature)

(Date)

