



Equipment/Instrument Issue Form

Student Information:

Name: _____ Sam ID#: _____
 Date of Birth: ___/___/___ Driver's License: _____ State License #: _____
 SHSU Email Address: _____ Other Email Address: _____
 Permanent Street Address: _____ City: _____ State: _____ Zip: _____
 Address While in College: _____ City: _____ State: _____ Zip: _____

Instrument Information:

Instrument: _____ Make: _____ Model: _____
 Serial #: _____ SHSU Serial #: _____
 Accessories (check all that apply): Case Mouthpiece Strap Lyre _____ (Other)
 Condition of Instrument: Excellent Very Good Good Poor Very Poor
 Condition Comments: _____

Condition of Case: Excellent Very Good Good Poor Very Poor
 Condition Comments: _____

This instrument will be store in locker Number: _____ Locker Combination: ___/___/___

Contract Agreement:

I agree to see that the instrument loaned to me is properly cared for, is stored in its assigned SHSU locker, and is returned when I am no longer enrolled in a music course which requires use of the instrument. I agree to return the instrument at the end of the spring semester (during final exam days) or upon request of the School of Music. I will return the instrument in the following condition: clean (inside and out), all slides, valves, and or keys in working condition. If the instrument is not returned in the agreed upon condition, I agree to pay all costs to restore the instrument to that condition.

I understand that in the event of loss or damage to the instrument while issues to me, I agree to pay for all repairs and /or replacement of the instrument. I fully understand the terms of this agreement.

Student e-Signature: _____ Date: _____

For Office Use Only:

Date Issued: ___/___/___ Date Returned: ___/___/___ Amount Collected: _____ Method: Cash Ck CC

Person Issuing Equipment:

Print Name: _____ Signature: _____