

Translation Equipment Loan Request Form

Instructions: Please fax this form to (713) 556-6814 Family and Community Empowerment (FACE) Department ATT. Ludivina Gomez or email it to lgomez11@houstonisd.org one week prior to your event. After you receive an email approving your request, pick up the equipment from Hattie Mae White 4400 W 18th St. Houston TX. 77092 cubicle 3SW24e.

HISD Department/School Name: _____		Today' Date: _____ Request Date: _____
Address: _____		Phone Number: _____
Last Name : _____	First Name: _____	Email Address: _____

For FACE Internal Use Only

FACE Case #: _____	Face Case #: _____
# Headphones: _____	# Receivers: _____
# Micro phones: _____	HISD Bar Code: _____
Chargers and Cable: _____	# Transmitters: _____
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By signing this document _____ accepts full responsibility for loaned equipment. If the Equipment is not returned promptly and in good working condition, the above mentioned is liable for the actual cost to replace the lost or damaged equipment (Headphones \$15.00, Receivers \$275.00, Transmitters \$509.00, and Mic. \$100.00)

Signature: _____ Date: _____

Loaned Date: _____

Verified: _____

Returned Date: _____

Verified: _____