

Department of Geography and Planning  
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## Trimble GPS Check-out Form

### Instructions

Read, complete, and submit this form to the GIS Lab Supervisor or other authorized personnel.

### Conditions

The borrower is responsible for the equipment checked and listed below. All equipment will be inspected before check-out and upon check-in.

The Trimble GPS units are available on a first-come, first-serve basis. Reservations for the units can be made up to 3 weeks in advance from the desired check-out date. Complete one form if checking out both units. The GPS unit numbers will be assigned at time of check-out.

The maximum check-out period is 72 hours (3 days). Check-out for a longer period must have prior, written approval from the Department Chair.

Please be prompt in your return of the equipment as others may be waiting to use it. Download all your data before check-in.

Failure to abide by these conditions could result in loss of GPS equipment privileges.

**Name:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Work Phone #:** \_\_\_\_\_ **Home Phone #:** \_\_\_\_\_

**GPS Unit:**     GeoXT                       Asset Surveyor

**Battery Charger:**     Cradle                       OSM-PF Charger

**Other equipment (List):** \_\_\_\_\_

**Dates/Time Needed:** \_\_\_\_\_

**To be completed at time of check-out and check-in only:**

**Check-Out Date/Time (Initial upon check-out):** \_\_\_\_\_

**Check-In Date/Time (Initial upon check-in):** \_\_\_\_\_

I have read the conditions and understand that I am solely responsible for all items listed above.  
 (Undergraduate and Graduate students must have a faculty or staff supervisor sign this form)

\_\_\_\_\_  
 Your Signature (Date)

\_\_\_\_\_  
 Supervisor Signature (Date)

\_\_\_\_\_  
 Authorized Personnel Signature (Date)