

Classroom Set Checkout Form

This form is to be used when reserving 5-10 sets of the same equipment per the ITC Policy. This form should be completed BEFORE reserving equipment and needs to be signed by your internship supervisor, mentor teacher, or course instructor AND the ITC Director before the reservation can be made.

Name: _____	Student ID#: _____
Winthrop Email: _____	Phone: _____
Winthrop Course: _____	Name of School: _____
How will equipment be used?	

Approval Signature: _____	
ITC Director Signature: _____	