

MITC FORM 2 **BORROWERS FORM**

Revised Sept. 19, 2014

Borrowing Department : _____
Date of Filing : _____
Date(s) & time of use : _____

Item(s) Borrowed:
() Equipment : _____

() Others : _____
: _____
: _____

Prepared by : _____

_____ (Pls print name and sign)

Noted by: _____

_____ Head of Department
(Pls print name and sign)

Aquinas University of legazpi

Rawis, Legazpi City, 4500 Philippines

Media Information andTechnology Center

Email: itc@aq.edu.ph

Tel. : 63-052-482-0201 to 05 local 312



Space below to be filled by MITC personnel

Person releasing the item(s): _____

Special instruction:

Approved by: _____

_____ Director, MITC

Date item(s) returned : _____
Note from person receiving the return item(s): _____

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