

MK MEDIA STORES

Online long loan equipment request form

This request form should be completed by you 'the student' and sent via email to your tutor/module leader for consideration and permission. Only signatures from academic staff related to the subject and kit requested will be accepted.

Name:		Student ID no.:	
Course:		Level	
Phone no.:			
Email:			

Collection date:		Collection time:	
Return date:		Return time:	

Booking notes

- Requests must be made at least 2 working days in advance.
- Long loans can be requested for up to a maximum of 7 days.
- Requests will be processed in the order that they are received.
- It is essential to check your [SiSo account](#) after your request to check that your booking has been approved and is correct.
- Normal booking rules apply for any long loan. Please see Stores Handbook for further information.

Equipment requested

Please list in full to ensure your equipment is correctly booked

Reason for long loan request

Please provide an explanation of why a long loan is required

Location(s)

Where will you be using the equipment

Student signature (Write name)	Academic signature (Write name)	Date of request