

**AUTHORITY TO
RELEASE EQUIPMENT FOR REPAIRS**

DATE/ TIME OUT	ASSET #	PROPERTY DESCRIPTION	GOING TO (VENDOR NAME)	PURPOSE	DATE/ TIME IN	COMMENTS

DELIVERED TO VENDOR Company: _____ Date: _____ Time: _____

RECEIVED FOR REPAIRS: _____
(Please Print Name of Person) (Signature)

Delivered By Person: _____ Date: _____ Time: _____
(Please Print Name of Person) (Signature)

PICKED UP FROM VENDOR Company: _____ Date: _____ Time: _____

RELEASED AFTER REPAIRS: _____
(Please Print Name of Person) (Signature)

Received By after Repairs: _____ Date: _____ Time: _____
(Please Print Name of Person) (Signature)

AUTHORIZED BY: _____ DATE: _____