

# PRL Equipment Going Offsite (outside PRL space)

Date: \_\_\_\_\_

P.I.: \_\_\_\_\_ PRL Contact Person: \_\_\_\_\_

Description of equipment and why it is being sent out:

MSU tag #: \_\_\_\_\_

Model #: \_\_\_\_\_

Serial #: \_\_\_\_\_

Name of where equipment is going: \_\_\_\_\_

Offsite location contact info: \_\_\_\_\_

Address: \_\_\_\_\_

Shipping method and tracking #: \_\_\_\_\_

Expected return date: \_\_\_\_\_

**Email to Melissa Borrusch, [donatome@msu.edu](mailto:donatome@msu.edu). Include photo of equipment with tag, photo of the information plate and any information about the reason its being sent out.**

For Melissa Borrusch notes only:

Date Returned: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

# Page 2: Photos of equipment