**Troop 308**

**Equipment Request Form**

**SPL, PL, Scout, or Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_**

**Quartermaster: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Checked Out: \_\_/\_\_/\_\_\_\_**

**Quartermaster: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Checked In: \_\_/\_\_/\_\_\_\_**

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| **Equipment Requested** | **TEID Number** | **Assigned to** | **Condition Returned** |
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**How to use this form:**

1.       Determine the equipment needed. Fill in the Equipment Requested.

2.       Sign and date this form. Present it to the Troop Quartermaster.

3.       Quartermaster will fill in the TEID.

4.       Quartermaster will sign and date this form when the equipment is released.

5.       The Patrol or individual is responsible for the care and sue of any equipment checked out.

6.       When equipment is returned, the Quartermaster will record the condition of the equipment.

7.       The Quartermaster will sign and date this form when all equipment has been returned in good condition.