

# CCC Church Furniture/Equipment Receipt

**MINISTRY POLICY :** Normally, it is our policy not to loan out ministry owned furniture / equipment for non-ministry related purposes.

Requesting Organization / Individual \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone No. \_\_\_\_\_  
 Describe Planned Use of Loaned Furniture / Equipmen \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Qty	Description of Furniture / Equipment	Inventory No. or Serial No.	Use Fee (If applicable)
			\$
<b>Total</b>			<b>\$</b>

I agree to be responsible for the repair or replacement of any of the above listed furniture / equipment if it is damaged misplaced while in my possession. Also, I agree that this furniture / equipment was in good working condition wher received.

\_\_\_\_\_ Date Received

Signature \_\_\_\_\_

\_\_\_\_\_ Date to be Returned

**FOR OFFICE USE ONLY**

Request : Approved \_\_\_\_\_ Denied \_\_\_\_\_ Decision By \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

Comments Regarding Decision \_\_\_\_\_  
 \_\_\_\_\_

Assigned Liaison Person \_\_\_\_\_

Good Working Condition When Loaned : Yes [  ] No [  ]  
 Date Loaned \_\_\_\_\_ Loaned By \_\_\_\_\_

Good Working Condition When Returned : Yes [  ] No [  ]  
 Date Returned \_\_\_\_\_ Returned To \_\_\_\_\_

Use Fee Received \$ \_\_\_\_\_ Account Number to Credit \_\_\_\_\_

Final Comments \_\_\_\_\_  
 \_\_\_\_\_