

FA 2021 - Career Center Textbook/DVD/Other Items Distribution Form

Student: The OTC Career Center loans textbooks/DVD/other items to Career Center students only. Those remain the property of the OTC Career Center. Instructors assign and distribute these items to Career Center students each semester and collect items from students at the time a final exam is administered or when a student withdraws from the Career Center. Students will be billed for items that are not returned.

Please read and insert the needed information below. Print clearly the loaned item name (textbook/DVD/other items) and the corresponding assigned number in the space below. Then sign and return this form to your classroom instructor.

My instructor's name is _____. My OTC program is _____.

Item Name	# Assigned	Instructor use only- initial if item was not returned	Office use only- Price: \$

The items listed above were loaned to me and are the property of OTC Career Center. I understand loaned items must be returned to my instructor at the time of the final exam or my withdrawal. I understand I will be billed for items that are not returned.

OTC Student ID # _____ Print Student Name _____

Student signature _____ Date _____

OTC CAREER CENTER UNRETURNED LOANED ITEM(S) FORM

Instructor:

1. Collect all loaned items before administering the final exam.
2. If a student did not return all loaned items turn to the other side of this form, find the instructor use only column, and place your initials next to unreturned items. Then sign and date in the designated space below.
3. Instruct the student who did not return all loaned items, to complete the student section found below.
4. Then send the student immediately to the Career Center kiosk in **ITTC 222** with this form.
5. The student will drop this form off in the Career Center office and return to your class.
6. Please administer the final exam upon their return to class.
7. Please contact Andrea Twyford at twyford@otc.edu ext. 8125 if the student returns loaned items after you administered the final exam.

Instructor Signature: _____ Date: _____

Student: Please print legibly and complete this section. When finished, take the form to the **Career Center kiosk in ITTC 222**. Then return to class for your final exam.

Name: _____

Street name and number/ post office box number: _____

City, state and zip code: _____

My cell phone number is () _____

An alternate phone number for me is () _____

I understand I am responsible for the cost of unreturned items loaned to me by OTC Career Center.

Student Signature _____ Date _____