

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** _____