

## Equipment Sign-Out & Return Procedures

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### **EQUIPMENT SIGN-OUT PROCEDURE:**

1. WFL Staff member receives equipment and completes the Transfer of Possession Form digitally using the link:

(<http://docuclass.aiu3.net/eforms/dcformserver.exe?action=webform&formid=44&documentid=0>)

2. With the WFL Staff member present, both the WFL Tech & Staff member complete, digitally sign, and then submit the form.

### **EQUIPMENT RETURN PROCEDURE:**

1. WFL Staff member returns equipment and completes the Transfer of Possession Form digitally using the link:

(<http://docuclass.aiu3.net/e-forms/dcformserver.exe?action=webform&formid=45&documentid=0>)

2. WFL Staff member completes, digitally signs, and then submits the form.