

Letter of Authorisation

Date: _____

Ref. no.: _____

Dear Sir/Madam,

Subject: Letter of Authorisation for Psychology Lab Items

I hereby authorise _____ (name and ID) to loan the following psychology lab item(s) and will be returned by the following date:

No.	Item	Accession Number	Return date	Type of loan	
				New	Extension

Approved by,

Staff Name:

I understand that I will be held fully responsible for the above checked out item(s). If an item is damaged while in my possession, I will be responsible for the cost of repair, if this is possible, or for the cost of replacing it if it cannot be repaired.

The item(s) has (have) to be returned on the set date (within the Psychology Lab operating hours). Staff and students who check out the item(s) will be held fully responsible and will be held liable for any loss or damage of items, and for late return.

Acknowledged by,

Name:

Student ID: