



University Safety Office



Office of Student LIFE

Equipment Entry Permit

Requestor's Name and Signature:				Requesting Organization/ Government Unit:		
Contact No.:	E-mail Address:					
Start Date:	End Date:	Venue of Activity:			Mode of Transport:	Point of Entry:
					(How will the items be brought in the University?)	(Where will the items enter?)
Purpose: (Why do you need to bring in such items?)						
Items/ Food to be brought in:					Will the item require electricity? (Y/N)	Is the item consumable? (Y/N)
Item	Product Brand	Quantity	Expiration Date (for consumables)	Other Details (If necessary) <small>*Wattage, Serial Number, Allergens, etc.</small>		

Reminders:

- **LEAD TIME SUBMISSION FOR THIS FORM/ PERMIT IS 2-3 DAYS.**
- Use extra sheets for the list, if necessary and attach photos of items, if available.
- Attach SLIFE/ CSO-APS/ USG-DAAM Approved A-Form
- For entry of electronic equipment, the student must secure a clearance from Mechanical and Electrical Works Office (MEWO)
- For entry of consumable products (ex. food, medicine/supplements), the student must secure a clearance from Health Services Office (HSO)
- For equipment entailing physical activities (ex. baseball bat), attach also mechanics of the games
- Consumables that should be indicated here are only limited to ex-deals ONLY. There is a separate form/ permit for Food Entry during gatherings, events, meetings, etc. .



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Other Remarks/ Clearance Reminders: (to be filled up by either SLIFE, HSO, MEWO, or SAFETY)

Noted by:	Noted by: (if applicable)	Noted by: (if applicable)	Approved by:
Director Office of Student LIFE	Director Health Services Office	Director Mechanical Engineering and Works Office Signatory	Director University Safety Office

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