

Information, Referral and Relocation

		LENDING LOC	KER AGREEMEN	NT
Last Name:			First Name:	
Email:			Phone:	
Circle one:	Inbound	Outbound	Unit and Rank :	
NOTE	Inbound 60 da E: Please return Lending Locker kit u	ys / Outbound 30 days pon reception of your/sponsee's kitc	henware items.	
Sponsee's Information				
Last Name:			First Name:	
Email:			Phone:	
			Rank:	
Bin Checklist				
	Tray	Pasta Spoon	Cutting Board	Loaf Pan (Aluminum)
	Dinner Forks	Spatula	Trivet/Hotpad	Loaf Pan (Glass)
	Salad Forks	Soup Ladle	PC Measuring Spoon/Cup	o Set
	Table Spoons	Serving Spoon	Bowl Scraper	
	Tea Spoons		Pc Mixing Bowl Set	
	Butter Knives	Sm Frying Pan	Tongs	
	Sharp Knives	Med Frying Pan	Dinner Plates	
	Can Opener	Lg Frying Pan	Saucer Plates	
	Vegetable Peeler	Sm Pot with Lid	Bowls	*Upon request if available:
	Corkscrew Bottle Opener	Frying Pan/Pot Handle	Coffee Cups	Coffee Maker
	Scissors	Lg Pot with Lid	Beverage Glasses	Toaster Oven
	PLEASE BRING I	BACK ALL ITEMS WHEN RE	TURNING, NO PARTIAL RI	ETURNS. THANK YOU!
MCCS is not responsible for damages and injuries incurred due to usage of Lending Locker items.				
• The user of the kit, or sponsor, assumes FULL responsibility for the items loaned and understands that everything must be returned CLEAN and SERVICEABLE for the next customer.				
• Upon returning the kit, any forgotten items will be returned to the Information, Referral & Relocation Office (IR&R) within THREE business days.				
• Any item(s) that cannot be returned in the same condition as issued, will be replaced with a new item and proof of purchase will be provided.				
• If items are not returned on time, the IR&R Office will attempt to notify the sponsor three times. Upon the fourth time, IR&R will ask the sponsor's command to assist in retrieving the government property.				
The kit must be promptly returned if the user is sent out on deployment/TAD regardless of what the due date below states				
	on may be granted at the discretion day-Friday 0730-1130 and 1330-1		requests and other questions car	a be directed at 253-6161. Pick-ups and returns are
	Privacy Act Statemen	nt: The authority to collect this in	nformation is derived from CS 2	201 department regulations
Signature:		_	Date:	
		For Of	ficial Use Only	
Date Issued:			Contact Date:	Initials
Date Due:			Extension Date:	
	Military ID	Bin #:	Date Returned:	
	Orders		Received by:	
Issued by:				