

Beverage Cooler Check-out Form  
Des Moines Area Community College  
Business Resources

**Check-out Date:** \_\_\_\_\_ **Check-in Date:** \_\_\_\_\_

Beverage Cooler Check-Out: (Cooler is due back to DBR by 4:30 pm of the last day of checkout unless other arrangements are made in advance.)

**Name:** \_\_\_\_\_

**Department:** \*\* \_\_\_\_\_

**Phone/Ext.:** \_\_\_\_\_

**Index to which cost of inventory used should be charge:\*\*** \_\_\_\_\_

**Acknowledgment:** *I understand that the above mentioned item(s) is property of Des Moines Area Community College and must not be used for personal profit or entrepreneurial purposes.*

\_\_\_\_\_  
Responsible Party/Borrower's Signature

\_\_\_\_\_  
Date

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Once the above is completed, please submit this form to Caylene Hollinrake,  
[cjhollinrake@dmacc.edu](mailto:cjhollinrake@dmacc.edu), for approval. Upon approval, Caylene will contact the above mentioned contact person.

Date Request Received: \_\_\_\_\_ Approved  Denied

**Cooler Check-Out:**

**Inventory @ Check-out:** Mt. Dew \_\_\_\_\_ Diet Mt. Dew \_\_\_\_\_ Pepsi \_\_\_\_\_  
Diet Pepsi \_\_\_\_\_ Sierra Mist \_\_\_\_\_ Tea \_\_\_\_\_  
Water \_\_\_\_\_

\_\_\_\_\_  
Borrower's Initials

\_\_\_\_\_  
DBR Representative's Initials

\_\_\_\_\_  
Date

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**Cooler Check-in:**

**Inventory @ Check-in:** Mt. Dew \_\_\_\_\_ Diet Mt. Dew \_\_\_\_\_ Pepsi \_\_\_\_\_  
Diet Pepsi \_\_\_\_\_ Sierra Mist \_\_\_\_\_ Tea \_\_\_\_\_  
Water \_\_\_\_\_

\_\_\_\_\_  
Borrower's Initials

\_\_\_\_\_  
DBR Representative's Initials

\_\_\_\_\_  
Date

\*\* The above named department will incur all expenses for the repair or replacement of equipment checked out which is damaged or not returned. The charges will be applied to the Index listed above.