

# COURSE REQUEST/ EQUIPMENT/SUPPLIES

DATE: \_\_\_/\_\_\_/\_\_\_

## RELEASE FORM (one class per sheet)

 call in  walk in

Name: \_\_\_\_\_ Course Location: \_\_\_\_\_

Type Course: AHA ASHI NSC: CPR FA BBP O2 DDC (LEVEL) \_\_\_\_\_

Dates of Class: \_\_\_\_\_ Time: From \_\_\_\_\_ To \_\_\_\_\_

### \* EQUIPMENT LOANED \*

MANIKINS: (Enter Manikin #'s)

AED # _____	Standard _____	Child _____	Infant _____	Actar _____
_____	_____	_____	_____	Set # _____
_____	_____	_____	_____	_____

AUDIO VISUAL, ETC:

Video #: \_\_\_\_\_ AHA ASHI : CPR FA BBP O2 Other \_\_\_\_\_

First Aid Equipment Describe: \_\_\_\_\_

Instructor Sign: \_\_\_\_\_ CSC Rep. Intial: \_\_\_\_\_ Date: \_\_\_\_\_

\* ALL EQUIPMENT LOANED IS IN GOOD WORKING CONDITION UPON INSTRUCTOR RECEIPT \*

### BOOKS

BOOKS: AHA ASHI NSC # _____
TYPE: CPR FA BBP O2 LEVEL OF BOOKS _____

TEST TYPE: AHA ASHI NSC  
CPR FA BBP O2 EVAL BOOK #S: \_\_\_\_\_

ANSWER KEY #: \_\_\_\_\_ ANNOT KEY # \_\_\_\_\_

### EQUIPMENT RETURN

EXTRA BOOKS RETURNED

Manikins Condition on Return: (Circle One) GOOD FAIR CLEANED

Problems with manikin: (Include manikin # and describe) \_\_\_\_\_

Problems with equipment: \_\_\_\_\_

Eval. Book / Answer Key Condition on return: (look for pencil and pen marks) (Circle One) GOOD FAIR

Comments: \_\_\_\_\_

Return Date: \_\_\_/\_\_\_/\_\_\_ Received By: (CSC Rep.) \_\_\_\_\_

Student Fee: \$ \_\_\_\_\_ ea x \_\_\_\_\_ Student = TTL \$ \_\_\_\_\_

Manikin Rental: \$ \_\_\_\_\_ ea x \_\_\_\_\_ Manikins \$ \_\_\_\_\_

Equipment rental: (Describe) \_\_\_\_\_ \$ \_\_\_\_\_

Other: (Describe) \_\_\_\_\_ \$ \_\_\_\_\_

Micro keys, Mask, Etc. \_\_\_\_\_ TOTAL: \$ \_\_\_\_\_

Card Sent To: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

### PAID BY:

 Cash Amt. \$ \_\_\_\_\_ Check Amt: \$ \_\_\_\_\_ Multiple course on 1 check

Other Course #'s \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_