

EQUIPMENT LOAN TO EMPLOYEES AND STUDENTS
Authorization for Temporary Off-Campus Use
of University Equipment

Loaning department
Chart/Organization code

Borrower name
Department
Campus address
Campus phone
Home address
Home phone

Check one:
Faculty
Staff
Student

Off-campus location/address of loaned equipment
Loan term (may not be greater than one year): From To
(Loaning department may request return of equipment before the end of loan term if needed.)

Purpose of loan

Special conditions

Table with 3 columns: Equipment data description, Property control (Ptag) number, Serial number. Rows 1-4.

Signatures:
Borrower\*\*
Approval Loaning unit (see instructions)

\*\*I accept responsibility for reasonable care and security of all University property that is in my custody off campus in pursuit of my official duties. Liability assessment, if any, will be based on "Section 12.1- Custodianship of Property" in Business and Financial Policies and Procedures.

Date returned Received by Phone #