

# Equipment Loan to Employees and Students

Authorization for temporary off-campus use of  
University equipment

Loaning Department \_\_\_\_\_ Chart \_\_\_\_\_ Org \_\_\_\_\_

**Borrower Information**

Name \_\_\_\_\_

Department \_\_\_\_\_

Campus Address \_\_\_\_\_

Campus Phone \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Off-campus location/address of loaned equipment \_\_\_\_\_

Loan term (may not be greater than two years) From \_\_\_\_\_ To \_\_\_\_\_

(Loaning department may request return of equipment before the end of loan term if needed.)

(Loans to students and temporary staff should be limited to one year unless justification is provided in the "Special conditions/Additional comments" below.)

Purpose of loan (field will expand upon exit)

Special conditions/Additional comments (field will expand upon exit)

**Equipment Information**

	Description	Property Control Number (Ptag)	Serial Number

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 - Assess an Employee for Missing or Damaged Equipment, in the Office of Business and Financial Services Policies and Procedures.

\_\_\_\_\_  
Borrower's Signature

E-mail to Loaning Unit Representative for Approval

\_\_\_\_\_  
Loaning Unit Representative Signature

Click the appropriate field above to create your digital approval. Upon signing you will be prompted to save a copy of the form for your records. If you have not used a digital signature before, the document, [Setting up your Adobe Digital Signature/Approval](#), will assist you.

Loaning Unit Representative - after signing, keep this form on file in your department.

Date Returned \_\_\_\_\_ Received by \_\_\_\_\_ Phone \_\_\_\_\_