The University of Mississippi

EQUIPMENT LOAN RECEIPT

Section I (Lending Department)

LOANING DEPARTMENT: _______________________________ DATE: ________________

DESCRIPTION OF EQUIPMENT: _________________________________________________________

UNIVERSITY PROPERTY NUMBER: ________________________ SERIAL NUMBER: ____________

Section II (Borrowing Department)

EMPLOYEE OR DEPARTMENT RECEIVING EQUIPMENT: ________________________________

EMPLOYEE ID # _________________

LOCATION EQUIPMENT TO BE USED: ________________________________________________

WHEN EQUIPMENT WILL BE RETURNED: _____________________________________________

SIGNED: ______________________________________________________________________

DEPARTMENT CHAIR APPROVAL: ___________________________________________________________________

Section III (Lending Department)

DATE EQUIPMENT RETURNED: __________________________

RECEIVED BY: ______________________________________________________________________

LOCATION OF EQUIPMENT: BUILDING_________________ ROOM______________

PERSON RESPONSIBLE FOR EQUIPMENT: __________________ EMPLOYEE ID # __________

IS THIS PIECE OF EQUIPMENT IN SERVICABLE CONDITION? ________________________

COMMENTS: ______________________________________________________________________

INSTRUCTIONS: Section I and II are to be completed at the time the Equipment Loan Receipt is initiated and the piece of equipment is loaned. This must be sent to Property Control at that time. Keep a copy for when the item is returned.

Section III will be completed when the piece of equipment is returned. This must also be sent to Property Control at that time. Keep a copy for your records.

**THIS FORM IS VALID FOR ONE YEAR ONLY AND MUST BE RENEWED**