

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: _____ DATE: _____

DEPARTMENT CHAIR APPROVAL: _____ DATE: _____

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****