

# 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\*\***