

# Equipment Assignment / Loan Form

**Instructions:** Use this form to authorize the temporary assignment/loan of equipment to faculty or staff. The employee is responsible for safeguarding the equipment while it is in his or her possession. Equipment assigned/loaned for off-campus use may be used only for official university business. Sensitive or personal data should not be stored on portable equipment. If the equipment is stolen, immediately notify the Research Foundation office.

Department: \_\_\_\_\_ Date: \_\_\_\_\_

**Equipment:**

Item Description:		Use Code: (see below)	Expected return date:
Bar Code #	Serial #	Model #	Manufacturer

Item Description:		Use Code: (see below)	Expected return date:
Bar Code #	Serial #	Model #	Manufacturer

Item Description:		Use Code: (see below)	Expected return date:
Bar Code #	Serial #	Model #	Manufacturer

**Certification:**

I acknowledge receipt of the above-described pieces of equipment. I will return this equipment when no longer required or upon termination of employment.

\_\_\_\_\_ Borrower Name

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

**Departmental Approval:**

\_\_\_\_\_ Equipment Liaison

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

Equipment Use Codes

- 101 Instruction
- 102 Research
- 103 Public Service
- 104 Academic Support
- 105 Student Services
- 106 Institutional Support