

# Loan of College Property in Support of the College Mission

## Lender

Department Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

## Property

Description: \_\_\_\_\_

PCS Asset Number (if applicable): \_\_\_\_\_

Estimated value\* (\$1500 or more requires VP authorization): \_\_\_\_\_

Condition of property (check one):    ? Excellent/new            ? Good            ? Fair

## Borrower

Description of intended use: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Contact person: \_\_\_\_\_

Address: \_\_\_\_\_ Phone number: \_\_\_\_\_

## Terms of Loan

Date borrowed: \_\_\_\_\_ Date to be returned: \_\_\_\_\_

Transport details (how will equipment be transported and by whom): \_\_\_\_\_

Location (where the property will be if other than organization address listed above): \_\_\_\_\_

Certificate of insurance required (check one):    ? Yes    ? No

*As borrower, the organization that I am representing accepts full financial liability for the value of the borrowed property or damage/wear thereto and agree to return said property at the agreed upon time or upon demand, whichever is sooner. If required, I have provided a copy of a certificate of insurance for my organization and/or the transporter.*

Accepted by:

\_\_\_\_\_  
(Signature of borrower's representative)

\_\_\_\_\_  
(Date)

On behalf of \_\_\_\_\_ (Organization)

## Authorizations

\_\_\_\_\_  
(Department Manager/Chair signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Next level supervisor)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
\*(Vice President)

\_\_\_\_\_  
(Date)