

EQUIPMENT LOAN FORM INSTRUCTIONS

Loan Information (Section 1):

From Unit: Enter the name of the SIU unit to which the equipment has been assigned and the unit number (user segment, if applicable).

Borrower Information: Enter the name, department, campus address, campus phone number, e-mail address, home address, and home phone number of the borrower. If the equipment will be located somewhere besides the borrowers address, please indicate the physical location of the equipment.

Loan Term: Beginning date of the loan will default to current date. Ending date of the loan will default to the next **December 31st**. Borrowed equipment may be returned at any time, but the loan term may not exceed one year. All loans that have not been cancelled will expire on **December 31st**.

Purpose of Loan: Enter the reason for the loan. The reason must be University-related.

Equipment Information (Section 2):

Inventory Tag No. Enter the tag number of equipment item(s).

Description of Item(s) Enter a brief description of the equipment item(s).

Borrower Signature By signing, the borrower acknowledges that the equipment listed is to be used exclusively for university related business or activities and that he/she is liable for any loss, damage, or destruction of such equipment.

Unit Officer Signature By signing, the unit officer certifies that the equipment which is on loan is being used exclusively for university related business or activities and that he/she concurs with the purpose of the loan listed above.

Administrative Approvals (Section 3): (If Required)

Please have Dean or Director sign and date form to indicate his/her approval if required.