

RECORD OF EQUIPMENT ON LOAN FROM THE UNIVERSITY

DATE \_\_\_\_\_

\_\_\_\_\_ is authorized to remove from room \_\_\_\_\_ of the \_\_\_\_\_ building, the following equipment:

UCONN TAG#	SERIAL NUMBER	DESCRIPTION/CONDITION	PO COST
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The equipment will be used for \_\_\_\_\_ which is relative to work being done in the \_\_\_\_\_ at the University of Connecticut. (specific dept.)

The equipment will be located at (complete address and specific location) \_\_\_\_\_ where it will remain until \_\_\_\_\_, at which time it will be returned to the University. (date, not to exceed one year, may be renewed)

The above named individual WILL be responsible for theft and fire damage and will provide due care and security for the above described equipment until the equipment is returned to the University. A copy of a police report must accompany the notification to Inventory Control to remove an item from the asset listing in the event of a loss.

The recipient will bear responsibility for the return of this equipment in the same condition as at the time of release.

Approved Dean Director or Dept. Head Signature and Printed Name

Recipient Signature and Printed Name

COMPLETE AND RETURN TO U-184, RETAIN A COPY, AND COMPLETE THE LOWER PORTION UPON RETURN OF THE EQUIPMENT TO THE UNIVERSITY.

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Date \_\_\_\_\_ The above equipment has been returned to \_\_\_\_\_ in the same condition as it was accepted (Building and Room #) at time of loan. Please note any exceptions: \_\_\_\_\_.

\_\_\_\_\_  
Dean, Director or Dept. Head