

LOAN OF PROPERTY AGREEMENT FORM
(Revised January 2019)

LENDING DEPARTMENT INFORMATION			
Name of Lender:		Original Building:	
Department:		Original Suite Number:	
Department Head:		Original Office Number:	
Budget Code:		Phone:	

BORROWER'S INFORMATION			
Name:		Department:	
Address:		Budget Code:	
Line 2:		Building:	
City:		Suite/Office:	
State/Zip:		Phone:	
Phone:			

EQUIPMENT INFORMATION					
Date Received	Item(s) Loaned (Give Clear Description)	Serial #	NSU Asset Tag # <small>Enter NA if the loaned property does not have an NSU tag #</small>	Model/Brand	Date Returned

TERMS AND CONDITIONS
<p>I, the undersigned, do hereby agree to take responsibility for equipment listed above in exchange for the use of the equipment for University business only.</p> <ol style="list-style-type: none"> 1. I understand that I am responsible for maintaining the equipment in working condition while said equipment is in my possession. 2. I agree to return the equipment in the same working condition that I received it to the designated personnel. 3. I agree and understand that if the equipment and/or other related items are stolen, vandalized, misplaced, destroyed, etc. that I will assume full financial liability.

I agree that the above property can be loaned to the borrower for the purposes identified above.

Borrower:

Approved Department Head:

Print Name

Print Name

Signature

Date

Signature

Date

RETURNED EQUIPMENT	
Borrower's Signature: _____	Date: _____
Received By: _____	Date: _____

CC: Department Head / Borrower / Fixed Asset Department

LOAN OF PROPERTY AGREEMENT FORM INSTRUCTIONS

1. SECTION – LENDING DEPARTMENT INFORMATION

- a. Name of Lender – Enter lending department name of the lender.
- b. Department – Enter lending department name.
- c. Department Head – Enter lending department head name.
- d. Budget Code – Enter lending department budget code.
- e. Original Building – Enter lending department building name.
- f. Original Suite Number – Enter lending department suite number.
- g. Original Office Number – Enter lending department office number.
- h. Phone – Enter lending department phone number.

2. SECTION – BORROWER'S INFORMATION

- a. Name – Enter borrower's full name.
- b. Address – Enter borrower's home address.
- c. Line 2 – Enter borrower's home address line 2 (if applicable).
- d. City – Enter borrower's home address city.
- e. State/Zip – Enter borrower's home address state and zip code.
- f. Phone – Enter borrower's home and/or cell phone number.
- g. Department – Enter borrower's department name.
- h. Budget Code – Enter borrower's department budget code.
- i. Building – Enter borrower's building name.
- j. Suite/Office – Enter borrower's suite and/or office number.
- k. Phone – Enter borrower's work phone number.

3. SECTION – EQUIPMENT INFORMATION

- a. Date Received – Enter the date the loaned equipment is to be received by the borrower.
- b. Item(s) Loaned (Give Clear Description) – Enter the loaned equipment name.
- c. Serial # - Enter the loaned equipment serial number.
- d. NSU Asset Tag # - Enter the loaned equipment NSU asset tag (bar code) number. If the loaned equipment does not have an NSU asset tag number, please indicate 'NA' on this line.
- e. Model/Brand – Enter the loaned equipment model/brand.

LOAN OF PROPERTY AGREEMENT FORM INSTRUCTIONS

- f. Date Returned – Enter the date the loaned equipment is returned to the originating department. This step is completed when the equipment is returned back to the originating department.

4. SECTION – TERMS AND CONDITIONS

- a. Read the terms and conditions.
- b. Borrower – Print name of borrower.
- c. Signature – Signature of borrower.
- d. Approved Department Head – Print name of department head
- e. Signature – Signature of department head.
- f. Please retain a copy for your department use.
- g. Please give a copy to the borrower.
- h. Please email a copy to the fixed asset department email address: fixedassets@nsu.edu.

5. SECTION – RETURNED EQUIPMENT

- a. Borrower's Signature – Signature of borrower.
- b. Received By – Signature of originating department lender or person who is received the equipment back into the department.
- c. Date – Date of borrower signature.
- d. Date – Date of received by signature.
- e. Please retain a copy for your department use
- f. Please give a copy to the borrower
- g. Please email a copy to the fixed asset department email address: fixedassets@nsu.edu.