

Equipment Loan Agreement

Queensland University of Technology Science and Engineering Faculty (SEF)

To be completed for all QUT computers / equipment approved for off campus use, including items purchased from consultancy, surplus or research funds.

This agreement is between
QUT Science & Engineering Faculty
and

for the period of time beginning and expiring .

By signing this agreement, the end user understands and agrees to comply with the Terms of Agreement on page 2 of this document and is permitted to use the equipment listed below for the duration of the agreement or until the end of their SEF staff / student appointment, whichever comes first.

Equipment Details

Asset Number:

Serial Number:

Description:

To be completed by the end user

The equipment has been loaned to the end user to support their QUT role as a:

Staff member

HDR Student

Other

QUT ID Number

Email address:

Location:

School / Department:

Discipline / Section:

Estimated percentage of non-QUT (personal) use of the equipment: %

Signature & date:

..... / /

Head of School / Department Manager

Name:

.....

Position:

.....

Signature & date:

..... / /

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Terms of Agreement

QUT hereby permits the end user identified above to take the listed equipment off campus and use it for business purposes for the duration of this agreement. QUT will be responsible for the maintenance of the equipment during its useful life.

The End user declares that:

- The equipment will be used predominately for QUT business purposes or that the availability of the facility is critical to general network support needs or operation of specific critical need applications
- The equipment will be made available to QUT for maintenance, service or upgrades as determined by QUT
- An Equipment Loan Certificate will be completed when requested (at least once a year), as required in QUT's annual stock-take of assets
- The equipment will be kept secure and in good working condition (aside from normal wear and tear)
- The end user will not dispose of any item without authorisation from SEF Logistics & Assets
- The end user will advise SEF Logistics & Assets before taking the equipment overseas
- The end user will advise SEF Logistics & Assets immediately if the equipment is
 - Damaged, faulty, lost or stolen
- The end user will advise SEF Logistics & Assets immediately if their staff/student status changes, e.g.:
 - Leave of Absence, Adjunct appointment, change from Full Time to Part Time
 - move from student to staff, move to another Faculty/Division
- The end user will return the equipment to SEF Logistics & Assets (Gardens Point, Q Block, Room 125)
 - At the end of the agreement
 - When they cease their appointment with SEF
 - When requested by SEF Logistics & Assets
- The end user will access QUT's [Office Ergonomics](#) advice on the HSE Department's website, implement the relevant requirements and use the equipment safely as they would at work

Disposal of the equipment for any reason will be in accordance with [QUT policies and procedures](#), particularly those relating to management of QUT data and software. The Head of School / Faculty Manager / Assistant Dean will ensure compliance with those policies and procedures in relation to all equipment that is the subject of this agreement.

SEF Logistics & Assets

Email: sef.loans@qut.edu.au

Location: Q Block, Level 1, Room 125, Gardens Point Campus

Asset Officer: Kelvin Modderman

Asset Co-ordinator: Veronica O'Sullivan

Phone: 3138 2908

Phone: 3138 2818