



## PROPERTY MANAGEMENT PROPERTY LOAN AGREEMENT

As a borrower of University property, I, \_\_\_\_\_  
 agree to... \_\_\_\_\_  
 Print Name Department Name & Department ID

- 1 Be financially responsible, pursuant to Section 8643, of the State Administrative Manual (SAM), which says in part... "Lost, stolen, or destroyed property will be charged against responsible individuals whenever the agency determines that negligence or unauthorized use is involved."
- 2 Be personally responsible for equipment in my care at all times.
- 3 Return items on or before the return date.
- 4 Use equipment for official State business.
- 5 ITS approval required for all baseline equipment.

State Tag No.	Property Description	Date Loaned	Return Date

### THE UNIVERSITY ASSUMES NO RESPONSIBILITY FOR INJURIES INCURRED OR PROPERTY DAMAGED RESULTING FROM THE USE OF BORROWED EQUIPMENT.

Refer to Administrative Procedure, Property Control

_____ Borrower Name	_____ Signature indicates I have read and will comply with stipulations of this agreement.	_____ Date
_____ Department Chair/Administrator Approval Name	_____ Signature	_____ Date
_____ ITS Approval Name (Baseline Equipment Only)	_____ Signature	_____ Date