■ UNIVERSITY COLLEGE INCUBATION CENTER

EQUIPMENT LENDING AGREEMENT & INVOICE

■ Invoice Number:	LA-2025-001	■ Issue Date:	September 12, 2025
■ Document Type:	Equipment Lending Agree	n ⊫ i0tue Date:	October 15, 2025
■ Risk Assessment:	Medium	■■ Grace Period:	7 days

■ BORROWER INFORMATION

■ Full Name:	John Smith	■ Student ID:	STU123456	
■ Email:	john.smith@university.edu	■ Phone:	+1-555-0123	
■ Department:	Computer Science ■ Year of Study: 4th Year			
■ Address:	123 University Street, Campus Housing Block A, Room 245			

■ EMERGENCY CONTACT

■ PROJECT & LENDING CONTEXT

Project Name:	IoT Environmental Monitoring System			
Lending Purpose:	Building IoT sensors for final year capstone project to monitor air quality in campus buildings			
Usage Location:	Electronics Lab, Engineering Building, Room 305			
■■ Supervisor:	Dr. Jane Wilson	■ Supervisor Email:	jane.wilson@university.edu	

■ COMPONENTS BEING LENT

■ Component	■■ SKU	■ S/N	■ Qtyl	■ Unit Value	■ Total	■ Condition	■■ Risk
Arduino Uno R3 Microcontroller	ARD-UNO-R3	0 0 RD24091200	1 2	■25.00	■50.00	Excellent	Medium
Half-Size Breadboard 830 Points	BRD-830-WH	- ®32 D24091204	5 3	■5.00	■15.00	Good	Low
Electronic Components Starter Kit	RES-KIT-100-	S RE S24091207	8 1	■15.00	■15.00	Good	Low
DHT22 Temperature/Humidity Sensor	SNS-DHT22-0	0 Д НТ24091215	6 2	■12.00	■24.00	Excellent	Medium
USB Cable Type A to B (1.5m)	CBL-USB-AB-	1 5.0 SB24091208	9 2	■8.00	■ 16.00	Good	Low
TOTAL			10		■ 120.00		

■ FINANCIAL SUMMARY

■ Total Equipment Value:	■ 120.00
■■ Security Deposit Required:	■150.00
■ Late Return Fee (per day):	■10.00
■ Total Financial Responsibility:	■ 270.00

■ AUTHORITY & APPROVAL

■ Issued By:	Alex Rodriguez	■ Designation:	Lab Manager
■ Approved By:	Prof. Michael Chen	■ Approval Date:	September 11, 2025

■■ SPECIAL INSTRUCTIONS & SAFETY

Handle electronic components with anti-static precautions. Arduino boards contain sensitive microcontrollers.

■ TERMS AND CONDITIONS

- 1. The borrower acknowledges receipt of the above-listed equipment in good working condition.
- 2. All equipment must be returned by the due date specified above.
- 3. The borrower accepts full financial responsibility for any damage, loss, or theft.
- 4. ■■ Equipment must be used only for the stated project purpose and location.
- 5. ■■ Security deposit will be refunded upon successful return of all equipment.
- 6. Late returns will incur daily fees as specified in the financial summary.
- 7. Any accidents or damages must be reported immediately to the lab manager.
- 8. Equipment may not be transferred to other individuals without authorization.
- 9. Emergency contact information must remain current throughout the lending period.
- 10. This agreement is subject to university policies and laboratory regulations.

△■ SIGNATURES & ACKNOWLEDGMENT

■ Borrower Signature:		■ Date:	
	(John Smith)		
■■■ Authorized By:		■ Date:	
	(Alex Rodriguez, Lab Manager)		

■ For questions or concerns, contact the Lab Manager at lab.manager@university.edu ■ Generated on September 12, 2025 at 02:04 PM ■ This is an official university document. Please retain for your records.