UNIVERSITY OF ILLINOIS **Equipment Loan to Employees and Students**

Authorization for temporary off-campus use of University equipment

Loaning Department Chart Org

 Borrower Information

Name

Department

Campus Address

Campus Phone

Home Address

Home Phone

Off-campus location/address of loaned equipment

Loan term (may not be greater than two years) From To

(Loaning department may request return of equipment before the end of loan term if needed.)

(Loans to students and temporary staff should be limited to one year unless justification is provided in the "Special conditions/Additional comments" below.)

Purpose of loan (field will expand upon exit)

Special conditions/Additional comments (field will expand upon exit)

|  |
| --- |
| Equipment Information |
|  | Description | Property Control Number (Ptag) | Serial Number |
| + - |  |  |  |

I accept responsibility for reasonable care and security of all University property that is in my custody off campus in pursuit of my official duties. Liability assessment, if any, will be based on Section 12 - Assess an Employee for Missing or Damaged Equipment, in the Office of Business and Financial Services Policies and Procedures.

 E-mail to Loaning Unit Representative for Approval

Borrower's Signature

Loaning Unit Representative Signature

Click the appropriate field above to create your digital approval. Upon signing you will be prompted to save a copy of the form for your records. If you have not used a digital signature before, the document, Setting up your Adobe Digital Signature/Approval, will assist you.

Loaning Unit Representative - after signing, keep this form on file in your department.

Date Returned Received by Phone

Revised 6/2017

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