

TENNESSEE STATE UNIVERSITY

EQUIPMENT LOAN AND AUTHORIZATION

(See reverse for information.)

LOANEE / REQUESTER

<u>Loanee</u>	<u>Department</u>	<u>Telephone</u>	<u>Account No.</u>
<u>Loan Period</u>	<u>Release/Pick up Date</u>	<u>Home Telephone</u>	<u>Office Telephone</u>
<u>Purpose and Use</u>		<u>Address where equipment will be located.</u>	

EQUIPMENT

<u>ITEM(S)/DESCRIPTION (Show complete description including serial and tag numbers.)</u>
Condition: <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair Status: <input type="checkbox"/> Operative <input type="checkbox"/> Inoperative

CONDITION OF ACCEPTANCE

I, the undersigned, agree and assume full accountability and responsibility for the above listed item(s) entrusted in my care, and further understand that I will be held pecuniary liable at my own expense, for any and all loss, damage and repairs that may become necessary as a result of my negligence and/or misappropriation. I also agree to return the above items on the date indicated, in the same condition in which received; not to use the item(s) for personal financial gain and have adequate insurance or personal funds to cover any and all loss, damage or other repairs.

<u>Loanee Signature</u>	<u>SSN</u>	<u>Date</u>	<u>Full-time Employee</u> Yes <input type="checkbox"/> No <input type="checkbox"/>
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RECOMMENDATION

Approval <input type="checkbox"/>	By:	Approval <input type="checkbox"/>	By:
Disapproval <input type="checkbox"/>	Department Head	Disapproval <input type="checkbox"/>	Dean/Director

Approved By:	Title: Vice President for Business and Finance	Date:
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cc: Property Inventory File

INSTRUCTIONS FOR EQUIPMENT LOAN AND AUTHORIZATION

APPLICABILITY: APPLICABLE TO ALL FACULTY, STAFF, EMPLOYEES AND OTHER AUTHORIZED PERSONS. Directors, Account Holders, and all Supervisory Personnel at all levels are responsible for seeing that all equipment leaving the campus has proper authorization in advance of the loan date.

1. Equipment Loan and Authorization forms can be obtained from Purchasing and Business Services.
2. Initiate and submit Equipment Loan and Authorization form in advance of the actual date needed.
3. Complete all applicable information as to loanee, department, account number, and description of item(s) to be loaned.
4. Obtain approval of department head and/or account holder.
5. Hand carry to Purchasing and Business Services for administrative review.
6. Purchasing and Business Services will submit to Vice President for Business and Finance for approval.

LOAN CONDITIONS

1. Equipment/Property shall remain in the possession of the person to whom entrusted and who is responsible.
2. Equipment/Property shall be returned on the date specified without exception unless a new loan authorization has been initiated and approved.
3. Loanee must care and take all reasonable precautions for safeguarding equipment on loan and be totally responsible.
4. When loss of University equipment occurs through unauthorized removal or disposal, the person could be charged with misappropriation of State or Federal property.
5. Individuals will not be relieved from responsibility for University equipment that becomes lost, stolen, destroyed, damaged, or unserviceable unless it is clearly shown that all reasonable precautions were taken to care for and safeguard the equipment; that each condition stated above was unavoidable and not through the fault or neglect of the loanee.
6. Only equipment in good operating condition will be placed on loan.
7. Service required on loan equipment, or damaged while in the possession of the loanee, will be performed by an authorized equipment service dealer, at no cost to the University. The University will be notified when either condition occurs.
8. Only the original copy of this form will be acceptable for approval consideration.
9. When requested, show Equipment Loan and Authorization to University Security and other law enforcement officials as evidence of equipment loan.
10. The University reserves the right to recall any and all items placed on loan, prior to the return date deemed necessary in the best interest of the University.

The Vice President for Business and Finance is delegated as the approving authority for all University equipment placed on loan.