

# STATE UNIVERSITY OF NEW YORK AT FREDONIA

## TEMPORARY LOAN OF EQUIPMENT ANNUAL REVIEW

It is the policy of the SUNY Property Control System that all state owned and Research Foundation equipment be locatable at all times.

If equipment is temporarily located OFF CAMPUS, the following MUST be completed and returned to the Property Control Office for annual review. The temporary assignee is responsible for any damage and/or loss while the item(s) is/are located off campus. \*\*

Yearly, the item(s) located off campus is/are reviewed via this form. Please indicate, in the designated area below, the current location of the item(s) in which you have been give permission to utilize off campus.

### ASSET INFORMATION

ASSET #: \_\_\_\_\_ ITEM DESCRIPTION: \_\_\_\_\_

MODEL: \_\_\_\_\_ MANUFACTURER: \_\_\_\_\_ SERIAL NUMBER: \_\_\_\_\_

Temporary Location: \_\_\_\_\_ Item Condition: \_\_\_\_\_  
(Complete address of temporary location)

### REVIEW OF TEMPORARY ASSIGNEE INFORMATION (Please print)

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Campus Address: \_\_\_\_\_ Campus Phone: \_\_\_\_\_

#### PLEASE CHECK ONE OF THE FOLLOWING:

- YES, the item is still in my possession off campus at the location listed above.
- NO, the item is no longer in my possession off campus and was returned to (*responsible party on campus NAME*) \_\_\_\_\_ on (*date*) \_\_\_\_\_.

\*\*I understand that any damage to or loss of equipment borrowed by me will be my personal responsibility by reimbursement/replacement.

\*\*Signed: \_\_\_\_\_ Dated: \_\_\_\_\_  
(Assignee)

Approved: \_\_\_\_\_ Signed: \_\_\_\_\_  
(Dept. Chair) (Please print) (Department Chair)

Approved: \_\_\_\_\_ Signed: \_\_\_\_\_  
(VP Admin.) (Please print) (VP Administration)  
(Or designee) (Or designee)

**All signatures above are REQUIRED**

**Upon return of the equipment**, the department shall advise Property Control via memo or e-mail at the following addresses:

Property Control Office, 303 Maytum Hall

E-Mail Address: [Lois.Valentine@fredonia.edu](mailto:Lois.Valentine@fredonia.edu)

#### DISTRIBUTION

**Original:** Property Control

**Copies:** Retained by Assignee  
Department