

STATE UNIVERSITY OF NEW YORK AT FREDONIA

TEMPORARY LOAN OF EQUIPMENT

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 re-located, or on "loan" to another department, agency or individual, the following MUST be completed and returned to the Property Control Office prior to the removal from the assigned location. **Under no circumstances should the equipment be removed without first being decaled and added to the inventory records.** Once removed the temporary assignee is responsible for any damage and/or loss. **

ASSET INFORMATION

DECAL #: _____ ITEM DESCRIPTION: _____

MODEL: _____ MANUFACTURER: _____ SERIAL #: _____

TEMPORARY ASSIGNEE INFORMATION (Please print)

Date: _____ Condition: _____

Name: _____ Department: _____

Campus Address: _____ Phone: _____

Temporary Location: _____
(Complete address of temporary location)

To Be Returned By: _____
(DATE -Must be returned by the end of each fiscal year)

**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)
(Or Immediate Supervisor) (Or Immediate Supervisor)

Approved: _____ Signed: _____
(VP Finance & Admin.) (Please print) (VP Finance & Administration)
(Or Director of University Services) (Or Director of University Services)

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, 404 Maytum
Property.control@fredonia.edu

DISTRIBUTION

Original: Property Control
Copies: Retained by Assignee;
Department