MIDDLE TENNESSEE STATE UNIVERSITY

MEMORANDUM: EQUIPMENT LOAN FORM

TO: DEPARTMENT HEAD OR CHAIR

FROM: ________________________________

SUBJECT: OFF-CAMPUS USE OF UNIVERSITY EQUIPMENT/MOVABLE PROPERTY

DATE: ________________________________

IN ACCORDANCE WITH MTSU POLICY 686, PARAGRAPH E, THIS MEMORANDUM IS:

________ TO AUTHORIZE THE MTSU EMPLOYEE OR STUDENT LISTED BELOW TO USE THE FOLLOWING EQUIPMENT/MOVABLE PROPERTY OFF CAMPUS AT THE BELOW LOCATION FOR UNIVERSITY-RELATED BUSINESS ONLY. AUTHORIZATION FOR MTSU STUDENT USE OF EQUIPMENT/MOVABLE PROPERTY OFF-CAMPUS SHOULD BE MADE ONLY FOR ACADEMIC ACTIVITIES.

________ NOTIFICATION THAT THE FOLLOWING EQUIPMENT HAS BEEN RETURNED TO OUR DEPARTMENT BY THE STUDENT OR EMPLOYEE LISTED BELOW AND IS NOW LOCATED IN BUILDING______________________ ROOM____________

EMPLOYEE: ________________________________ DEPARTMENT ________________________________

PURPOSE OF OFF-CAMPUS UNIVERSITY EQUIPMENT/MOVABLE PROPERTY:

OFF-CAMPUS LOCATION ________________________________

APPROXIMATE DATE TO BE RETURNED: ________________________________

DESCRIPTION OF EQUIPMENT/MOVABLE PROPERTY

<table>
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<tr>
<th>FIXED ASSET TAG</th>
<th>MANUFACTURER</th>
<th>DESCRIPTION</th>
<th>MODEL NO.</th>
<th>SERIAL NO.</th>
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BORROWER SHALL BE RESPONSIBLE FOR ALL EXPENSES NECESSARY TO REMOVE OR RETURN THE EQUIPMENT AND SHALL ASSUME FULL RESPONSIBILITY FOR EQUIPMENT WHILE ON LOAN.

AUTHORIZATION FOR USE OFF-CAMPUS: ________________________________

EQUIPMENT RETURNED TO CAMPUS:

BORROWER’S SIGNATURE DATE ________________________________

EMP/STUDENT SIGNATURE DATE ________________________________

DEPT. HEAD OR CHAIR ________________________________

DEPT. HEAD OR CHAIR ________________________________

DISTRIBUTION: DEPARTMENT/DIVISION FILES

BORROWER