

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

FIXED ASSET TAG	MANUFACTURER	DESCRIPTION	MODEL NO.	SERIAL NO.
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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