



Send completed form by mail to SCSU Property Control Office, FO 118 or via Fax: (203) 392-6134

For Property Management Dept. Use Only

Date of Loan: _____

Loan No: _____

_____ is authorized to remove from _____ in
Printed Name Room

_____ building / hall the following Connecticut State College & University equipment:
Location

Table with 4 columns: Barcode, Serial Number, Item Description, Cost

The equipment will be used for _____ which is relative to work being done in
Specific Project / Reason for Home Usage

the _____ at _____. The equipment
Department Institution

will be located at _____ until _____.
Off-Campus Address Max. 1 Year

at which time it will be returned or the loan will be renewed.

THE ABOVE NAMED INDIVIDUAL WILL BE RESPONSIBLE FOR LOSS DUE TO THEFT OR DAMAGE, AND WILL PROVIDE DUE CARE AND SECURITY FOR THE ABOVE-DESCRIBED EQUIPMENT UNTIL THE EQUIPMENT IS RETURNED TO THE INSTITUTION. THIS EQUIPMENT IS TO BE USED FOR WORK-RELATED BUSINESS ONLY AND CAN BE RECALLED AT ANY TIME FOR AUDIT PURPOSES. IN THE EVENT OF A THEFT, A COPY OF A POLICE REPORT MUST ACCOMPANY THE BELOW NOTIFICATION TO INVENTORY CONTROL TO REMOVE AN ITEM FROM THE ASSET LISTING. THE BORROWER WILL BEAR RESPONSIBILITY FOR THE RETURN OF EQUIPMENT IN THE SAME CONDITION AS IT WAS IN AT THE TIME OF RELEASE. UPON JOB REASSIGNMENT OR TERMINATION OF EMPLOYMENT, THIS INDIVIDUAL MUST RETURN THIS EQUIPMENT TO THE INSTITUTION IMMEDIATELY. IF NEGLIGENT, THIS INDIVIDUAL MAY BE SUBJECT TO DISCIPLINARY ACTION OR MAY BE HELD FINANCIALLY LIABLE.

Signature table with 2 rows: Borrower Signature, Approved Director or Department Chair Signature

COMPLETE ABOVE AND PROVIDE A COPY TO THE PROPERTY CONTROL MANAGER AT TIME OF LOAN. RETAIN A COPY AND COMPLETE THE PORTION BELOW UPON RETURN OF THE PROPERTY.

THE ABOVE PROPERTY HAS BEEN RETURNED TO THE FOLLOWING LOCATION, _____, IN THE SAME CONDITION AS IT WAS

ACCEPTED AT THE TIME OF LOAN. EXCEPTIONS ARE AS FOLLOWS: _____

BORROWER SIGNATURE (RETURNING): _____ DATE RETURNED: _____

STAFF SIGNATURE (ACCEPTING RETURN): _____ (COPY TO PROPERTY CONTROL MANAGER)