

INVENTORY LOAN AGREEMENT

**AUTHORIZATION FOR OFF-CAMPUS USE
OF UNIVERSITY OF ILLINOIS EQUIPMENT**

LOANING DEPARTMENT: _____ DATE LOANED: _____

BORROWER: NAME _____ CHECK ONE
DEPARTMENT _____ Faculty _____
ADDRESS _____ Staff _____
OFFICE PHONE _____ HOME PHONE _____ Student _____
HOME ADDRESS _____ Other _____

(WHEN LOAN IS MADE TO OTHER INSTITUTIONS, units must notify the Property Accounting Section of the Business Affairs by submitting "Loan to (institution name)" on description line #4 of the PAS 50: Optional Data form.)

OFF-CAMPUS LOCATION/ADDRESS OF LOANED EQUIPMENT: _____

LOAN PERIOD: From _____ To _____
Loaning unit may request return of equipment if needed on campus prior to end of loan period.

PURPOSE OF LOAN: _____

SPECIAL CONDITIONS: _____

DESCRIPTION OF EQUIPMENT	UNIVERSITY PROPERTY	OTHER I.D.
	CONTROL NUMBER	
1. _____		
2. _____		
3. _____		
4. _____		

**I accept responsibility for reasonable care and security of all University property which is in my custody off campus in pursuit of my official duties. Liability assessment, if any, will be based on General Policy and Guidelines 12-1B-207.

**SIGNATURE OF BORROWER

APPROVAL OF LOANING UNIT

ADDITIONAL APPROVAL

DATE RETURNED (MM,DD,YY)

RECEIVED BY PHONE NUMBER