



Equipment Information

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|-------------------------------------|---|
| Equipment Asset (Tag) Number | Equipment Description |
| Manufacturer | Make/Model |
| Serial Number | FAS Account Equipment Purchased On |

Loan Information

Internal Loan (loan to faculty, staff or student)

External Loan (loan to individual outside the University or external organization)

Loan Recipient (name) _____

Loan Address _____

Length of loan* _____ to _____

**not to exceed two years unless approved by the Dean's Office*

Approvals

| | | |
|--|------------------|-------------|
| Equipment Coordinator/Administrator | Signature | Date |
| Dean's Representative** | Signature | Date |
| Sponsored Award Accounting*** | Signature | Date |
| Capital Asset Accounting | Signature | Date |

** Approval from Dean's Office only required for external loans
 *** Approval from Sponsored Award Accounting only required for external loans for federally purchased equipment