

UMBC

Equipment Authorization Form for Off-Campus Loans

This form must accompany the equipment during transportation from and to the University. All information must be included for the equipment to leave the campus.

Equipment Description: _____

Dept: _____ Cost: _____

Manufacturer: _____ Model #: _____

UMBC Tag #: _____ Serial #: _____

Date Issued: _____ *Expected Return Date: _____

*Return Date can not be longer than 24 months from Date Issued.

Borrower's Name: _____

Equipment location will be maintained by department

Reason for Loan: _____

Approved By: _____

Print Chair Person Name

Chair Person Signature

Date

PLEASE PRINT ALL INFORMATION ABOVE THIS DOUBLE LINE

The above item has been inspected for physical damage before loan and certified to be in good condition. The item has been tested for operability and fully functional (unless otherwise noted below). The item must be returned in the same condition and on time or user may be held responsible for any necessary repairs or replacement. If item is loaned on a long-term basis, arrangements for its yearly inspection are to be made with the lending department. This assures the responsibility and accountability to the department.

Borrower's Signature: _____

Date: _____ Date Returned: _____

Cc 1 copy: Lending Department - Borrower - Inventory Control