California State Polytechnic University, Pomona

LOAN OF STATE PROPERTY

SECTION I - Loan Description

Description of item	Property Number	Serial Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

I agree to assume responsibility for the above Cal Poly Pomona property for the period shown below. I further agree that I will reimburse the University in the manner prescribed by the University Property Review Board should this equipment become lost, stolen or damaged while in my custody. I understand that I will NOT be released of this liability until the property is returned to campus and I have completed Section III of this form and forwarded it to the Inventory Officer. I also agree to return the equipment to the University for a physical inventory as requested.

Purpose of loan: _____

Date of loan: _____ Date to be returned: _____

CHECK LOAN PERIOD:

☐ Less than 90 days

☐ 90 days to 1 year

Name of borrower (please print) _____

Signature of borrower SIGN AFTER PRINTING

Home Address _____

_____

Department _____ Ext. _____

SIGN AFTER PRINTING

Approving Signature (Chair/Director/Dean) Date

SIGN AFTER PRINTING

Over 90 day loans acknowledged by: Date

Debra Schneck, Procurement and Support Services

SECTION II - Written Justification (*must complete for loans from 90 days to one year)

SECTION III - Return of Equipment

Description of item	Property Number	Serial Number
_____	_____	_____

☐ All the equipment above has been returned to the University.

(Exact location of returned equipment)

_____ Bldg.: _____ Room: _____

_____ Bldg.: _____ Room: _____

_____ Bldg.: _____ Room: _____

SIGN AFTER PRINTING

Signature of Borrower

Date: _____

SIGN AFTER PRINTING

Property Designee/Technician

SIGN AFTER PRINTING

Dean/Director/Department Head