

Facilities Equipment Loan Form 17-401c

This form is to be used when a piece of equipment is being loaned to an organization independent of the college or to college employees who will take the equipment **off-campus**.

Date of loan _____ Date equipment is to be returned by (date) _____

Department _____ Department number _____

| NC State Tag # | Serial # | Description |
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Approvals

_____ _____ _____ _____
 Dean/Supervisor Date Area Vice President Date

_____ _____
 Vice President of Business & Finance Date

I agree that the above equipment has been received and is on temporary loan to:

Company/Individual Name: _____ Phone _____

Street: _____ City: _____ State: _____ Zip: _____

and that (*name of responsible party*) _____ will be responsible for the above equipment while on our premises.

_____ _____
Equipment Received By Date

Return of Equipment

_____ _____ _____ _____
 Returned By Date (NCSC) Received By Date