

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

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