



## APPROVAL FOR HOME USE OF UNIVERSITY EQUIPMENT

CHOOSE ONE: New Loan  or Renewal Loan

Employee Name: _____	Job Title _____
Department Name: _____	
Equipment Description: _____	
University Tag # and Serial # for the item to be loaned: _____	

Loan Dates: (TWO YEAR MAXIMUM)	Start: month/year _____	End: month/year _____
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New Location:	
Address _____	
City _____	State _____ Zip Code _____
Work Phone Number _____	Home Phone Number _____
Current Email address _____	

Justification for Home Use of University Equipment:   
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I verify the equipment will be use exclusively for University business. The equipment will be secured to prevent theft and password security will be used to prevent unauthorized access to University systems and data. The equipment will be returned to the University at the end date specified above. **If loan is to be extended a new form must be submitted to Property Control.**

**For new loans, all signatures below must be obtained. For loan renewals, only the employee and direct supervisor need to sign**

Employee Signature _____	Date _____
Supervisor Approval _____	Date _____
Dean/Director Approval _____	Date _____
Director of Purchasing _____	Date _____

Please complete form fully and obtain all appropriate signatures before returning to:  
PROPERTY Control, Procurement Office, 1 University Avenue - Wannalancit 425P.