



PROPERTY MANAGEMENT
EQUIPMENT LOAN AGREEMENT FORM

This form is to document the loan or off-campus use of items other than portable computers. Portable computers are required to be documented with a portable computer permit.

Sonoma State University, hereinafter referred to as "University", agrees, for the benefit of the University, to loan to:

Name: _____

Address: _____

Location of Asset: : _____

Hereinafter referred to as "Lendee."

In accordance with the State Administrative Manual Section 8643, I understand I will be charged for any loss or damage to State property due to my negligence or unauthorized use. Including lost, stolen, or destroyed property.

I, the Lendee, am responsible for returning the equipment to the University, and I agree to assume the risk of loss from any cause whatsoever. The equipment, as described below, is to be used exclusively for University business. I am personally responsible for equipment in my care at all times and will return the item on or before the return date stated below. I understand the University assumes no responsibility for injuries incurred or property damaged resulting from borrowed equipment.

EQUIPMENT IDENTIFICATION (to be completed by Property Custodian)

PROPERTY #	SERIAL #	DESCRIPTION OF ITEM	DATE LOANED	DATE RETURNED
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Lendee Name: _____ Signature: _____

Title or Position: _____

Department: _____

Approved – Property Manager Signature	Respective Property Custodian - emailed copy
Date:	Date:

Please keep current loan agreement on file for inventory records.