

Equipment Assignment/Loan

Date: _____

Program or office loaning equipment: _____

Item description (include serial number and NOVA I.D. numbers): _____

I certify that the equipment listed below is at my residence or another off-grounds location, and is being used in a manner consistent with the purpose, mission, and goals of the College. I assume full responsibility for such equipment and in the event of its loss or damage due to my negligence, I shall make payment to the College at the replacement cost of the equipment. I agree to return the equipment to the College for maintenance procedures as requested. I also understand that the equipment is on temporary loan and must be returned on or before the date specified for return. I acknowledge receipt of the following described piece(s) of equipment. I will return this equipment when no longer required or upon termination of employment.

<p>Is temporary custodian of equipment an employee of NOVA? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If no, indicate temporary custodian's organization/company: _____</p> <p>For what purpose is this equipment being loaned off campus? _____ _____ _____</p>
<p>Date equipment out: _____</p> <p>Date equipment is due to be returned: _____</p> <p>Actual date equipment was returned: _____</p> <p>Checked by: _____</p> <p>Condition of equipment when it was returned: _____ _____</p>

Name of temporary custodian

Signature of temporary custodian

Address: _____

Phone (work): _____
 (home): _____

APPROVED BY (mandatory)

Division Chair or Designee:

 Signature Print name

Campus Business Manager:

 Signature Print name

Campus Property Manager:

 Signature Print name

Note: When equipment is returned, equipment shall be brought to the Campus storeroom for proper check-in and cancellation of this agreement. Please bring your copy of this agreement.

Distribution:
 Copy 1–Campus Property Office
 Copy 2–Temporary Custodian

<p>LOCATION: _____</p> <p>ENTERED BY: _____</p>
