Equipment Asset Loan Form - Loan of Equipment TO the University of Alberta

This form can provide assurance to a company or institution that is loaning or lending equipment to the University of Alberta that the Unit will ensure safeguarding of its asset(s). The unit and loaning company or institution must discuss terms and conditions for the equipment regarding insurance, use, maintenance and repair costs, length of loan, and any other associated costs before accepting the equipment. ________ (Initials by Unit). This form is not a legally binding document.

Part A - Loan Details

**Lender Information:**

Lender Name: (Company):

Contact Name: ___________________ Phone #: ___________________

**University Unit Receiving the Equipment Assets:**

Department: ___________________

Contact Name: ___________________ Phone #: ___________________

Address: ___________________

**Loan Period:** From: _____________ To: ________________

**Equipment Details:** (use additional pages as needed)

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<th>Identifying Asset # (if available)</th>
<th>Description of Item</th>
<th>Serial Number</th>
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**Unit Approval:**

I hereby confirm that the equipment assets listed are tracked with due diligence by the University of Alberta unit receiving the equipment assets for the agreed upon loan period.

__________________________  ______________________  __________
Signature                    Printed - Name / Title (Dean, Chair or Director)     Date

Part A - Routing Instructions:

1. Original to Unit/Researcher, and Copy to Lender and Unit Equipment Coordinator
2. Copy to SMS (Equipment Services), 338 Materials Management Bldg. or email: equipment.services@ualberta.ca or Fax: (780) 492-0607
3. Copy to Insurance and Risk Assessment if the value of equipment on loan is greater than $100,000.
**Part B – Returning Loaned Equipment**

This portion of the form is to be filled out when equipment has been returned to the lender. If the equipment has been donated to the University of Alberta after the conclusion of the loan or any other circumstance (example: purchase), please contact Equipment Services.

**Unit Verification:**

I hereby confirm that the equipment assets listed have been returned to the Lender.

________________________________________  ________________  __________
Signature                    Printed - Name / Title (Dean, Chair or Director)  Date

**Part B - Routing Instructions:**

1. Original Unit/Researcher, and copy to Lender and Unit Equipment Coordinator
2. Copy to SMS (Equipment Services), 338 Materials Management Bldg. or email: equipment.services@ualberta.ca or Fax: (780) 492-0607
3. *Copy to Insurance and Risk Assessment if the value of equipment on loan is greater than $100,000.*