

TEXAS A&M ENGINEERING EXPERIMENT STATION
FISCAL OFFICE
THE TEXAS A&M UNIVERSITY SYSTEM
EQUIPMENT LOAN FORM

Use of this form provides the Accountable Property Officer an opportunity to determine whether inventoried equipment may be utilized by another division within The Texas A&M Engineering Experiment Station (TEES) or other state agencies within The Texas A&M University System (TAMUS). Equipment may only be loaned to an activity for the official benefit of TAMUS or associated state agencies. Assets loaned to institutions or organizations not within TAMUS must provide documentation to explain the direct benefit to TAMUS derived through use of this equipment. The Accountable Property Officer is responsible for determining the extent of insurance provided by the user during transportation, use, subsequent repairs and/or replacement when necessary. Loans of certain types of research equipment require special attention due to restrictions on utilization. These assets require written approval of the Chief Financial Officer.

Asset Number	Description of Asset	Serial Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

REQUIRED INFORMATION

Date of Loan: _____ Date of Projected Return: _____

Name of Financially Responsible Individual*: _____

Name of Organization: _____

Address of Organization: _____

Address or Location of asset(s) if other than above: _____

Statement of Liability for the Financially Responsible Individual: "I understand that I am under financial liability for the loss or damage to this (these) item(s) if the loss or damage results from my negligence, intentional act, or failure to exercise reasonable care to safeguard, maintain and service it (them)."

Signature of Financially Responsible Individual

Date

"I hereby agree to loan the equipment listed above to the state agency or requesting organization and have determined such use will benefit The Texas A&M Engineering Experiment Station or other agencies within The Texas A&M University System. Financial assurances have been provided to ensure this (these) asset(s) will be returned in equal or better condition than at the time of loan and in a timely manner."

Signature of Accountable Property Officer

Date

Approval / Disapproval of TEES Property Manager

Date

Approval / Disapproval of TEES Comptroller

Date

*The Financially Responsible Individual should be someone at the organization where the item is loaned, and not a TEES employee.