

**Board of Regents of the Nevada System of Higher Education
Business Center North Purchasing Department
on behalf of**

Name of Lending NSHE Institution

Name of NSHE Lending Department
To

Name of NSHE Employee

Equipment Loan Agreement

The undersigned hereby acknowledges receipt of the equipment listed below, to be in good condition, except as otherwise noted. Nevada System of Higher Education (NSHE) employee may be held responsible for damage or loss of loaned equipment.

QTY	ITEM DESCRIPTION / MAKE & MODEL, SERIAL NUMBER	INVENTORY NUMBER	CONDITION

NSHE Employee Name _____ Telephone: (_____)_____

Employee Campus Address _____ Email: _____

Signature _____ Date: _____

NSHE Institution/Department: _____

Approving Name/Title: _____
(Dean/Director/Department Chair)

Signature: _____ Date: _____

Date of Return: _____

Employee Signature: _____ Date: _____

Approving Signature: _____ Date: _____

Distribution: Lending College/Department
Employee
Employee Personnel File