



North Carolina Department of Environment and Natural Resources  
Division of Air Quality

## Fixed Asset “On Loan” Agreement

**Fixed Asset(s) #:**

**Owning Section of Asset(s):**

**Borrowing Section of Asset(s):**

**Physical Location of Borrowed Asset(s):** \_\_\_\_\_

**Terms of “On Loan” Agreement:**

1. Assets “On Loan” are temporary in nature and should not be on loan to the same section for more than one (1) year.
2. Assets “On Loan” for more than one (1) year to the same location should be transferred to the Borrowing Section by completing a Change of Location form;
3. The above listed asset(s) will remain on the inventory of the Owning Section;
4. The above listed asset(s) will remain in the physical location stated above;
5. A new Fixed Asset “On Loan” Agreement must be completed if the asset(s) listed above is moved from the location listed above to a location other than the Owning Section; and
6. The Borrowing Section is responsible for the maintenance and care of the above listed asset(s) and will notify the Owning Section if any damage occurs to the asset(s) or repairs are necessary.

*Sign in the appropriate area below. Send the **original** to the Division of Air Quality, Budget Office - Fixed Asset Officer, 1641 Mail Service Center, Raleigh, NC 27699-1641.*

<b>Owning Section’s Fixed Asset Manager</b>	<b>Date</b>
<b>Owning Section’s Supervisor</b>	<b>Date</b>
<b>Borrowing Section’s Fixed Asset Manager</b>	<b>Date</b>
<b>Borrowing Section’s Supervisor</b>	<b>Date</b>

The above listed item(s) was returned to the Owning Section on \_\_\_\_\_

Borrowing Section’s Initials:

Owning Section’s Initials: