RICE UNIVERSITY PROPERTY LOAN AGREEMENT

	(Date)
Borrower Information	(Date)
Name:	
Department:	Mail Stop:
Phone Number:	E-mail address:
Property Information	
Item:	
Estimate of cost to replace: \$	
Loan Date: From	to
Condition of property at chec	out:
University business. I hereby any damage to the above-des property become damaged, lo repairs or replace the item. I sitem to the department's fund responsible for immediately in the second of the s	borrow the above-described property in connection with Rice eknowledge that I and/or my department may be held liable for bed property while in our custody. Should the above-described, or stolen while in our custody, we agree to pay for the necessary thorize the Welcome Center to charge the replacement cost of the rg/account code listed below. I also acknowledge that I am orting any damages or losses to the contact person listed below.
be used for personal business	
	Employee Signature
	Departmental Chair/Head Signature
	Fund/Org/Account Code

Contact information to report damage or loss of property:

Jennifer Adair Welcome Center, MS-701

PH: 713-348-6124 FX: 713-348-6127 adair@rice.edu