



Request for Loan Agreement - Form

Date of Request	Loan No(Assigned by PMCT)				
The proposed Loan Agreement is being made to a DOE entity, another DOE contractor or a Federal agency? Yes No If no, does the borrowing organization hold a valid Federal contract, grant, treaty or international agreement? Yes No If yes, provide agency name, agreement type and number. If no, IBNL is not authorized to make the Loan.					
IENLC usto dian (must be custo dian of record for property) Name Emp # Phone Fax Email MS Division Ms Dual-Appointment Yes No	Pho ne Fax				
Attach a memo oremail prepared by the Division Director or Business Manager demonstrating organizational support for the proposed loan agreement For a proposed foreign loan agreement, also attach 1) written support from DOE Head quarters Program Manager and 2) written approval from LBNL's Export Control Officer					
Purpose of Loan Agreement (Programmatic justification. How will IBNL and the Borower benefit? Note, a foreign Loan request will require an extremely thorough, complete and strong justification. If applicable, include name of project.)					
Loan Period (Not to exceed 3 years for domestic and 5 years for foreign, with one extension equal to original loan period.)					
Requested Start Date Requested Expiration Date Taking into account required reviews and approvals, please allow 20 processing days for a domestic Loan Agreement and 45 processing days for a foreign Loan Agreement, from the date the Request for Loan Agreement is received by Property Management.					
Property must be returned to the LBNL at the expiration of the Loan Agreement at the Borowing Organization's expense					
Me thod of Shipment (at no cost to LBNL)					
Shipment of loaned property both to and from Borrowing Orga: be accomplished by using the organization's billing account with Do NOTship any IBNL property until the Loan Agreement has be					

Request for Loan Agreement - Form

Bo mo wing Organi					
	ne	C ity/Sta te/Zip:			
Address		City/ State/ Zip:			
Bo mo wing Organization Contacts Requester Name Group/Div/Dept					
PhoneFax			Fax		
Email	MS	Email]	MS	
Important! Division No Hazard	ous or Not (at least one box must be checken Safety Liaison must be notified for clearan Chemical Radiological	ce if hazardous Biological 🔲 Laser 🔲 I	Mic ro wa ve	☐ X-Ra y	
List of Property to be Loaned (Additional sheet may be used. For all non-tagged items be sure to include values.)					
Property #		a ke, model, se ria l)		Ac q C o st/ Unit \$ \$ \$ \$ \$ \$ \$	
Ad d itio na l C o m m	e nts:				

Sub mit this Request for Loan Agreement form, along with copies of written support, to Property Management.

 $\label{eq:continuous} Em\,a\,il:\ p\,ro\,p\,e\,rty-m\,a\,n\,a\,g\,e\,m\,e\,n\,t@\,lb\,l.g\,o\,v$

 $\begin{array}{ll} \mbox{Ma ilsto p: } 76\mbox{L-}0108 \\ \mbox{Fa x: } 510\mbox{-}486\mbox{-}6580 \end{array}$

Re vie w, App ro val and No tific ation Pro cess

Property Management will review the request form, obtain the necessary signature from the Borrower's authorized signatory, assemble the Loan Agreement package, and submit to the Department of Energy (DOE).

Property Management will notify the Custodian, Property Representative and Borrower, including copies of the completed Loan Agreement, upon approval by DOE

^{**} Note to Division Property Representative: Upon notification of approval of Loan Agreement, update location field and add Loan Agreement number to 3^{nl} structure for each associated asset record in Sunflower AMS.