



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, LBNL is not authorized to make the Loan.

IBNL Custodian (must be custodian of record for property)
Name _____ Emp # _____
Phone _____ Fax _____
Email _____ MS _____
Division _____
Matrixed Division (if applicable) _____
Dual-Appointment [] Yes [] No
If yes, name of other organization _____
Division Property Representative **
Name _____ Emp # _____
Phone _____ Fax _____
Email _____ MS _____
Division Director or Business Manager
Name _____ Emp # _____
Phone _____ Fax _____
Email _____ MS _____

Support for the Loan
[] Attach a memo or email 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 Headquarters Program Manager and 2) written approval from IBNL's Export Control Officer

Purpose of Loan Agreement (Programmatic justification. How will LBNL and the Borrower 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 Borrowing Organization's expense

Method of Shipment (at no cost to LBNL)
Shipment of loaned property both to and from Borrowing Organization must be paid for by the Borrowing Organization. This may be accomplished by using the organization's billing account with the selected freight line or by shipping freight collect.
Do NOT ship any LBNL property until the Loan Agreement has been approved and notification received.

