

**INVENTORY LOAN AGREEMENT**

**AUTHORIZATION FOR OFF-CAMPUS USE  
OF UNIVERSITY OF ILLINOIS EQUIPMENT**

LOANING DEPARTMENT: \_\_\_\_\_ DATE LOANED: \_\_\_\_\_

BORROWER: NAME \_\_\_\_\_ CHECK ONE  
DEPARTMENT \_\_\_\_\_ Faculty \_\_\_\_\_  
ADDRESS \_\_\_\_\_ Staff \_\_\_\_\_  
OFFICE PHONE \_\_\_\_\_ HOME PHONE \_\_\_\_\_ Student \_\_\_\_\_  
HOME ADDRESS \_\_\_\_\_ Other \_\_\_\_\_

(WHEN LOAN IS MADE TO OTHER INSTITUTIONS, units must notify the Property Accounting Section of the Business Affairs by submitting "Loan to (institution name)" on description line #4 of the PAS 50: Optional Data form.)

OFF-CAMPUS LOCATION/ADDRESS OF LOANED EQUIPMENT: \_\_\_\_\_  
\_\_\_\_\_

LOAN PERIOD: From \_\_\_\_\_ To \_\_\_\_\_  
Loaning unit may request return of equipment if needed on campus prior to end of loan period.

PURPOSE OF LOAN: \_\_\_\_\_  
\_\_\_\_\_

SPECIAL CONDITIONS: \_\_\_\_\_  
\_\_\_\_\_

DESCRIPTION OF EQUIPMENT	UNIVERSITY PROPERTY	OTHER I.D.
	CONTROL NUMBER	
1. _____		
2. _____		
3. _____		
4. _____		

\*\*I accept responsibility for reasonable care and security of all University property which is in my custody off campus in pursuit of my official duties. Liability assessment, if any, will be based on General Policy and Guidelines 12-1B-207.

\_\_\_\_\_  
\*\*SIGNATURE OF BORROWER

\_\_\_\_\_  
APPROVAL OF LOANING UNIT

\_\_\_\_\_  
ADDITIONAL APPROVAL

\_\_\_\_\_  
DATE RETURNED (MM,DD,YY)

\_\_\_\_\_  
RECEIVED BY      PHONE NUMBER