



Fixed Assets
 Phone: 703-993-4456
 Email: assets@gmu.edu

Equipment Assignment / Loan Form

Instructions: Use this form to authorize the temporary assignment/loan of equipment to faculty or staff. Items listed below are not required to be returned for scanning during the annual inventory. Instead, retain the originals of these forms on file in the office and send a copy to the Fixed Assets Office. Equipment assigned/loaned for off-campus use may be used only for official university business.

Department/Org Number: _____ Date: _____

Equipment Liaison: _____ Phone: _____

Equipment:

Item Description:		Use Code: (see below)	Expected return date:
Bar Code #	Serial #	Model #	Manufacturer

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Certification

I acknowledge receipt of the above-described pieces of equipment. I will return this equipment when no longer required or upon termination of employment.

 Printed Name

 Office Building / Room

 Employee Signature

 Date

Departmental Approval

 Signature of Equipment Liaison

 Date

Equipment Use Codes

(See *Departmental Equipment Procedures* at <http://fiscal.gmu.edu> for explanation of codes)

- 101 Instruction
- 102 Research
- 103 Public Service
- 104 Academic Support
- 105 Student Services
- 106 Institutional Support
- 107 Operation and Maintenance of Plant
- 809 Auxiliaries

For Fixed Assets Office Use Only

 Entered By

 Date

November 2014