

Finance, Procurement and Planning (FPP) Equipment Services

Equipment Asset Loan Form – Equipment Loan TO the University of Alberta

Part A – Loan Details			
Tare Loan Details			
Lender Information:			
Lender Name (Company):			
Contact Name:	Phone #:		
University Unit Receiving the Eq	uipment Assets:		
Department:			
Contact Name:	Phone #:		
Address:			
Loan Period: From:	To:		
Equipment Details: (use addition	al pages as needed)		
	Description of Item	Serial Number	
Identifying Asset # (if available)	Description of Item		
	Description of item		
	Description of item		
	Description of item		
available) Unit Approval:	it assets listed are tracked with due diligence by the University	of Alberta unit receiving the	
available) Unit Approval: I hereby confirm that the equipmen	it assets listed are tracked with due diligence by the University	of Alberta unit receiving the	



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Part B – Returning Loaned Equipment
This portion of the form is to be filled out when equipment has been returned to the lender. If the equipment has been donated to the University of Alberta after the conclusion of the loan or any other circumstance (example: purchase), please contact Equipment Services.
Unit Verification:

I hereby confirm that the equipment assets listed have been returned to the lender.				
Signature	Printed - Name / Title (Dean, Chair or Director)	Date		

Part B - Routing Instructions:

- 1. Original: Unit/Researcher, and copy to Lender.
- 2. Copy to FPP (Equipment Services), 3rd Floor Materials Management Bldg., or email: eilist@ualberta.ca.
- 3. Copy to Insurance and Risk Assessment if the value of equipment on loan is greater than \$100,000.