



**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), 3<sup>rd</sup> Floor Materials Management Bldg., or email: [eilist@ualberta.ca](mailto:eilist@ualberta.ca).
3. *Copy to Insurance and Risk Assessment if the value of equipment on loan is greater than \$100,000.*