This form provides guidelines for University of Alberta Faculties/Departments/Units to a company or institution that is receiving equipment on loan from the University. If equipment has been purchased on research grants, the unit must confirm that the grant allows for the lending of equipment. Contact Research Services Office for more information.

The lending unit and company or institution must discuss terms and conditions for the equipment regarding insurance, use, maintenance and repair costs, length of loan, and any other associated costs before proceeding with lending University of Alberta equipment assets. \_\_\_\_\_\_\_\_\_ (Initials by Unit) ***This form is not a legally binding document.***

**Part A – Loan Details**

**Lender Information:**

Department Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Researcher/Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Borrower and Equipment Information:**

Borrower: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Loan Period: From:** \_\_\_­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **To:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Equipment Details:** (use additional pages as needed)

|  |  |  |
| --- | --- | --- |
| **U of A Asset Tag #** | **Description of Item** | **Serial Number** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Unit Approval:**

Comments (optional):

 \_ \_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature |  | Printed - Name / Title (Dean, Chair or Director) |  | Date |

**Part A - Routing Instructions:**

1. Copy to Unit/Researcher
2. Copy to SMS (Equipment Services), 135 Materials Management Bldg., or email: equipment.services@ualberta.ca or fax: (780) 492-8268.
3. *Copy to Insurance and Risk Assessment if the value of equipment on loan is greater than $100,000.*

**Part B – Returning Loaned Equipment**

This portion of the form is to be filled out when equipment has been returned to the University of Alberta. If the equipment is not returning to the University at the conclusion of the loan, please contact Equipment Services.

**Unit Verification:**

I hereby confirm that the equipment assets listed have been returned to the University of Alberta.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature |  | Printed - Name / Title (Dean, Chair or Director) |  | Date |

**Part B - Routing Instructions:**

1. Original: Unit/Researcher, and copy to Lender.
2. Copy to SMS (Equipment Services), 135 Materials Management Bldg., or email: equipment.services@ualberta.ca or fax: (780) 492-8268.
3. *Copy to Insurance and Risk Assessment if the value of equipment on loan is greater than $100,000.*