



Equipment Asset Loan Form - Equipment Loan FROM the University of Alberta

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)

Table with 3 columns: U of A Asset Tag #, Description of Item, Serial Number. Contains 5 empty rows for data entry.

Unit Approval:

Comments (optional):

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

Part A - Routing Instructions:

- 1. Copy to Unit/Researcher and Unit Equipment Coordinator to update Equipment Asset Register
2. Copy to SMS (Equipment Services), 338 Materials Management Bldg or email: equipment.services@ualberta.ca or Fax: (780) 492-0607
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 and Unit Equipment Coordinator
2. Copy to SMS (Equipment Services), 338 Materials Management Bldg. or email: equipment.services@ualberta.ca or Fax: (780) 492-0607
3. *Copy to Insurance and Risk Assessment if the value of equipment on loan is greater than \$100,000.*