

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

This form can provide assurance to a company or institution that is loaning equipment to the University of Alberta that the Unit will ensure safeguarding of its asset(s). The unit and loaning company or institution must discuss terms and conditions for the equipment regarding insurance, use, maintenance and repair costs, length of the loan and any other associated costs before accepting the equipment. \_\_\_\_\_ (Initials by Unit) ***This form is not a legally binding document.***

### **Part A – Loan Details**

#### **Lender Information:**

Lender Name (Company): \_\_\_\_\_

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

#### **University Unit Receiving the Equipment Assets:**

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

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

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

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

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

Identifying Asset # (if available)	Description of Item including year, model and serial number	Value

#### **Unit Approval:**

I hereby confirm that the equipment assets listed are tracked with due diligence by the University of Alberta unit receiving the equipment assets for the agreed upon loan period.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed - Name / Title (Dean, Chair or Director)

\_\_\_\_\_  
Date

#### **Part A - Routing Instructions:**

1. Original to Unit/Researcher and copy to lender
2. Copy to SMS (Equipment Services), 135 Materials Management Bldg., or email: [equipment.services@ualberta.ca](mailto: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.

**Equipment Asset Loan Form – Equipment Loan TO the University of Alberta****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 SMS (Equipment Services), 135 Materials Management Bldg., or email: [equipment.services@ualberta.ca](mailto: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.*