



ASSET LOAN FORM

BORROWER DETAILS (please print clearly)

Name of Borrower: _____	Email: _____	
Address of Borrower: _____		
Faculty/Division: _____	Position: _____	
Phone BH ext: _____	Campus: _____	Room No: _____
Signature of Borrower: _____		Date: ____/____/____

EQUIPMENT DETAILS

Item Description	University Tag Number (Bar Code)	Manufacturers Serial Number

I acknowledge receipt, on loan and free of charge, of the equipment or other chattels described above and in consideration thereof agree that:

- (a) *I accept full responsibility for the cost of transport both from and to the University, of the item borrowed and agree that the University is not responsible for this.*
- (b) *I shall ensure that the item borrowed is not loaned to, or used by, a third party and is used only for the purposed it was loaned to me.*
- (c) *I will follow University Fixed Asset Management Procedure, and immediately advise the person in charge of the department or section from where I borrowed the item, (and other parties where required – ie the Police or University Insurance Officer) if I become aware of any damage to, or loss of, the item or any part of it.*
- (d) *I will return the borrowed item in good condition when I leave the employ of the University. I also agree that the item shall be returned earlier if requested to do so by the department or section from where the item has been borrowed or to be sighted by a University Finance Staff Member during the course of a stocktake.*
- (e) *I accept complete responsibility for the condition, care and custody of the item until it is returned.*