



## EQUIPMENT LOAN AUTHORIZATION

Date: \_\_\_\_\_

Asset Tag Number: \_\_\_\_\_

\*Equipment Description: \_\_\_\_\_  
\_\_\_\_\_

Serial #: \_\_\_\_\_ Model: \_\_\_\_\_

Equip. Location: Dept. \_\_\_\_\_ Bldg: \_\_\_\_\_ Fl: \_\_\_\_\_ Rm: \_\_\_\_\_

Authorization Is Requested For: \_\_\_\_\_

To Use The Above Equipment At: \_\_\_\_\_

For The Purpose Of: \_\_\_\_\_  
\_\_\_\_\_

Departure Date: \_\_\_\_\_

Return Date: \_\_\_\_\_

\_\_\_\_\_  
Equipment User Signature

\_\_\_\_\_  
Dept. Head Signature

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**\*A separate form must be completed for each item of property released.**