

# Ithaca College Department Equipment Loan Agreement

## Borrower Information

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Loan Begin Date \_\_\_\_\_ Loan End Date \_\_\_\_\_

The above-referenced individual has received the following equipment from Ithaca College:

Inventory Number	Description	Serial Number

The equipment is loaned for the purposes of Ithaca College business. Borrower understands that any extension over the approved loan period without prior consent may cause Borrower's privilege to borrow equipment to be suspended. Borrower is responsible for ensuring the equipment is secured at all times. Borrower is responsible for any and all expenses, damages or losses to College-owned equipment while in Borrower's care, custody and control.

## Check Out

Date \_\_\_\_\_

Signature of Borrower \_\_\_\_\_

Signature of Approving Authority \_\_\_\_\_

## Check In

Date \_\_\_\_\_

Return Acknowledged By \_\_\_\_\_

Condition of Equipment \_\_\_\_\_