



EQUIPMENT LOAN AGREEMENT

LOAN DETAILS

| | | | |
|--|-----------|----------------------------------|--|
| Date of Loan (dd/mm/yyyy) | | Date to be Returned (mm/dd/yyyy) | |
| First Name | Last Name | Telephone | |
| Agreement/Signatures | | | |
| Indicate your agreement by initialing below. | | | |
| <input type="checkbox"/> The above listed equipment is in good working order, except as noted: | | | |
| <input type="checkbox"/> I understand any extension over the approved loan period without prior consent may cause my privilege to borrow equipment to be suspended. | | | |
| <input type="checkbox"/> I am responsible for ensuring the equipment is secured at all times. | | | |
| <input type="checkbox"/> Equipment is loaned for college business and the college assumes responsibility. However, if the equipment is lost, stolen, or damaged through my negligence, I may be held personally responsible for repairs and/or replacement of the equipment. | | | |
| <input type="checkbox"/> If the equipment is lost and/or damaged, TMCC may remove any borrowing privileges I may have. | | | |
| Signature | | Date | |
| Approving Authority | | Date | |

EQUIPMENT DETAILS

| Inventory Number | Description | Serial Number |
|------------------|-------------|---------------|
| | | |
| | | |
| | | |
| | | |

RETURN

| | |
|---|------|
| Checked in by | Date |
| Condition OK'd by | Date |
| Return Acknowledged by (Director or Dean with Inventory Responsibility) | Date |