

EQUIPMENT LOAN FORM

This form is used to monitor loans of University equipment off campus. Approval is needed irrespective of the source of the funds used for the initial purpose. The applicant is responsible for obtaining authorisation, which must be by the Head of School – delegation is not possible.

In the event of loss or theft off campus, the applicant may be required to replace the equipment. The applicant should inform any relevant insurance company of liability – the current UNSW excess is \$10,000.00.

APPLICANT DETAILS

Name: _____ Employee/Student No: _____

Phone: _____ Email: _____

DESCRIPTION OF LOAN AND EQUIPMENT

Reason: _____

Location of the Equipment off campus (Full address): _____

Date from: _____ Date to: _____

Make and Type	
Model	
Serial Number	
UNSW Asset Number	

AGREEMENT

I agree:

- I) Not to use the equipment for private purposes;
- II) to return the equipment at the end of the loan period or on demand by Head of School;
- III) to take all reasonable steps to prevent damage to, or loss of, equipment while on loan;
- IV) if the loan period spans date of any school annual stocktake, to return the equipment temporarily to the School at the request of the SAO for audit purposes.

Signature: _____ Date: _____

APPROVED BY THE SUPERVISOR

Name: _____

Signature: _____ Date: _____

AUTHORISATION (Head of School)

Name: _____

Signature: _____ Date: _____

RETURNED INFORMATION

Date Returned: _____ Date School register updated: _____

Signature (School Assets): _____ Date: _____

NOTE: UNSW ASSETS NEED TO BE RETURNED TO FIPRAS FOR AQUITTANCE