BUFFALO STATE COLLEGE

LOAN OF COLLEGE PROPERTY

All Buffalo State College property, whether recorded on the departmental inventory or not, that is removed from campus by faculty or staff for work-related functions must be identified on a Loan of College Property Form. Assets transported back and forth (such as laptop computers) on a continual basis must also be identified on a Loan of College Property Form.

NAME OF BORROWER: __________________________ CAMPUS EXT. ____________

SIGNATURE OF BORROWER: __________________________ DEPARTMENT: ____________

OFF CAMPUS ADDRESS WHERE EQUIPMENT WILL BE LOCATED: __________________________

No. and Street City Zip

OFF CAMPUS TELEPHONE NUMBER: __________________________

DESCRIPTION OF PROPERTY

<table>
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<tr>
<th>ITEM</th>
<th>MAKE</th>
<th>MODEL</th>
<th>SERIAL NUMBER</th>
<th>SUCB NUMBER</th>
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DATE LOANED: _______________ EXPECTED DATE OF RETURN: _______________

**Notify Business Services when item(s) is returned to campus to remove the Loan status under the user**

REASON FOR LOAN: __________________________________

DEPT. CHAIR/DIRECTOR SIGNATURE: __________________________ DATE: _______________

By signature authorization below, Dept. Chair/Director accepts responsibility for ensuring that reason for loan is consistent with reason for purchase and that college property is returned or renewed by expected date return.

DEPARTMENT: __________________________ CAMPUS EXT: ____________

DEAN/VICE PRESIDENT/CIO SIGNATURE: __________________________ DATE: _______________

All loan forms MUST have all signatures in order to be valid requests.

NOTE: Property described above shall be used only for official College business. A loan is not properly authorized without Chair/director’s signature and the Dean/Vice President’s signature and notification to Business Services. Removal of property without proper authorization will be regarded as theft.

ORIGINAL FORM TO BUSINESS SERVICES, Moore Hall 124
COPY TO DEPARTMENT
COPY TO BE KEPT WITH ITEM ON LOAN
FOR BUSINESS SERVICES USE ONLY

RETURN VIEWED BY: __________________________ CURRENT LOCATION: _________ 10/2014