

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

ITEM	MAKE	MODEL	SERIAL NUMBER	SUCB NUMBER

DATE LOANED: _____ EXPECTED DATE OF RETURN: _____
NOTE: If period covers more than one year, you MUST renew the loan.

****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