

USE OF **NON-INVENTORIAL** UNIVERSITY PROPERTY IN AN OFF-CAMPUS LOCATION

This form is to be used for non-inventorial equipment that has a total acquisition cost of <u>less than \$5,000 per asset</u> and does not have a corresponding UC Property Number. The completed form should be kept on file by the campus department. Upon completion of the loan, the *Return of Loaned Property* must be filled out to note the return of the asset back to UC Riverside. **This form does not need to be submitted to Accounting-Equipment Mgmt.** If the equipment is inventorial, please use the Inventorial Off Campus Loan <u>Form instead</u>.

TERMS OF LOAN: The property described below is loaned to the user named below for the mutual benefit of the user and the University, and is to be used for the purpose of instruction, experimentation, research or administrative support. Said property is subject to return at the end of the authorization period noted below. The University will not pay any transportation charges in connection with this authorization.

Agency/Campus:	Lending Department:	Dept. Address:			
Equipment Serial Number Including all component parts (Make, model, etc.) Reference No. Reason for Reference No. Reason for loan: Reason for loan: Condition of property at time of loan: Location of property during loan period: Period of Authorization: From: Location of property during loan period: Reason for Liability: The undersigned borrowed for and in consideration of the permission granted to him/her by the University of California to keep certain University property on premises other than those owned by the Regents of the University of California, hereby does release, hold and forever discharge the University of California and/or said Regents, and all claims and demands whatsoever which the undersigned user, his/her heirs, representatives, executors, administrators or any other persons acting on his/her behalf or on the behalf of his/her estate have or may have against the aforesaid University and/or Regents or any or all of the above-mentioned persons or their successors, by reason of any and all claims for bodily injury and property damaged including loss of use thereof. The user further accepts personal responsibility to ensure that said property is not lost or damaged while in his/her possession. Lost, stolen, or damaged goods should immediately be reported to the Lending Department. BORROWER: DATE: LENDING DEPT. HEAD: DATE: LENDING DEPT. HEAD: DATE: Condition of property at time of return: Condition of property at time of return:	Dept. Contact Name:	Dept. Contact Email/Phone:			
Agency/Campus:	Equipment Serial Number	Including all component parts		Cost/Value	
Agency/Campus:					
Title: Email/Phone Number:	BORROWER INFORMATION:				
Reason for loan: Condition of property at time of loan: Location of property during loan period: Period of Authorization: From: to (Not to exceed 1 year) WAIVER OF LIABILITY: The undersigned borrowed for and in consideration of the permission granted to him/her by the University of California to keep certain University property on premises other than those owned by the Regents of the University of California, hereby does release, hold and forever discharge the University of California and/or said Regents, and all officers, employees and agents thereof either in their individual capacities or by reason of their relationships to said University and/or Regents, from any and all claims and demands whatsoever which the undersigned user, his/her heirs, representatives, executors, administrators or any other persons acting on his/her behalf or on the behalf of his/her estate have or may have against the aforesaid University and/or Regents or any or all of the above-mentioned persons or their successors, by reason of any and all claims for bodily injury and property damaged including loss of use thereof. The user further accepts personal responsibility to ensure that said property is not lost or damaged while in his/her possession. Lost, stolen, or damaged goods should immediately be reported to the Lending Department. BORROWER: DATE: LENDING DEPT. HEAD: DATE: LENDING DEPT. HEAD: DATE: LENDING OF LOANED PROPERTY: The property described above was returned on (enter date): Condition of property at time of return:	Agency/Campus:	Name:			
Condition of property at time of loan: Location of property during loan period: Period of Authorization: From:	Title:	Email/Phone Number:			
Period of Authorization: From:	Reason for loan:				
Period of Authorization: From:	Condition of property at time of loan	n:			
WAIVER OF LIABILITY: The undersigned borrowed for and in consideration of the permission granted to him/her by the University of California to keep certain University property on premises other than those owned by the Regents of the University of California, hereby does release, hold and forever discharge the University of California and/or said Regents, and all officers, employees and agents thereof either in their individual capacities or by reason of their relationships to said University and/or Regents, from any and all claims and demands whatsoever which the undersigned user, his/her heirs, representatives, executors, administrators or any other persons acting on his/her behalf or on the behalf of his/her estate have or may have against the aforesaid University and/or Regents or any or all of the above-mentioned persons or their successors, by reason of any and all claims for bodily injury and property damaged including loss of use thereof. The user further accepts personal responsibility to ensure that said property is not lost or damaged while in his/her possession. Lost, stolen, or damaged goods should immediately be reported to the Lending Department. BORROWER:	Location of property during loan per	riod:			
University of California to keep certain University property on premises other than those owned by the Regents of the University of California, hereby does release, hold and forever discharge the University of California and/or said Regents, and all officers, employees and agents thereof either in their individual capacities or by reason of their relationships to said University and/or Regents, from any and all claims and demands whatsoever which the undersigned user, his/her heirs, representatives, executors, administrators or any other persons acting on his/her behalf or on the behalf of his/her estate have or may have against the aforesaid University and/or Regents or any or all of the above-mentioned persons or their successors, by reason of any and all claims for bodily injury and property damaged including loss of use thereof. The user further accepts personal responsibility to ensure that said property is not lost or damaged while in his/her possession. Lost, stolen, or damaged goods should immediately be reported to the Lending Department. **BORROWER:** DATE:** LENDING DEPT. HEAD:** DATE:** Condition of property at time of return:** Condition of property at time of return:* Condition of property at time of property and property demands on the property of the pr	Period of Authorization: From:	to	(Not	to exceed 1 year)	
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The property described above was returned on (enter date): Condition of property at time of return:	LENDING DEPT. HEAD:	DATE:			
The property described above was returned on (enter date): Condition of property at time of return:	RETURN OF LOANED PROPE	RTY:			
Condition of property at time of return:					
Received by:Title:					
	Received by:	Title:			

Distribution: Department Borrower