



**AUTHORIZATION TO USE INVENTORIAL UNIVERSITY PROPERTY
IN AN OFF-CAMPUS LOCATION**

This form is to be used for inventorial equipment that has a total acquisition cost of \$5,000 or more per asset and has a corresponding UC Property Number. The completed form must be submitted to Accounting-Equipment Mgmt for approval. Once approved, please attach a copy of the signed form and update the Location Description in AMS to show the location of the property during the loan period. **DO NOT uncheck the "Asset Located On University Property" box.** Upon completion of the loan, the *Return of Loaned Property* must be filled out before forwarding to Accounting-Equipment Mgmt and the Location Description updated in AMS. Please refer to [BUS-29, Section V.E.6](#) for additional information. Accounting-Equipment Mgmt may be contacted at equipment@ucr.edu should you have any questions. If the equipment is not inventorial, please use the Non-Inventorial Off Campus Loan [Form](#) instead.

TERMS OF LOAN: The property described below is loaned to the agency/campus 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.

Lending Department: _____ Dept. Address: _____

Dept. Contact Name: _____ Dept. Contact Email/Phone: _____

UC Property No.	Equipment Serial Number	Description Including all component parts (Make, model, etc.)	Purchase Order or Reference No.	Cost/Value

BORROWER INFORMATION:

Agency/Campus: _____ Name: _____

Title: _____ Email/Phone Number: _____

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:** _____

ACCOUNTING-EQUIPMENT MGMT: _____ **DATE:** _____

RETURN OF LOANED PROPERTY:

The property described above was returned on (enter date): _____

Condition of property at time of return: _____

Received by: _____ Title: _____

Distribution:
Accounting-Equipment Mgmt
Department
Borrower