# EQUIPMENT LOAN AGREEMENT

(To be updated annually)

Date: ____________________

I, _________________________ request permission to take the equipment identified below from the ______________________ campus of the University of North Georgia to:

____________________________________________________________________________

for the following reason(s): _____________________________________________________

____________________________________________________________________________

Anticipated date that equipment will be returned to UNG: ______________________________

**IMPORTANT:** All equipment taken off campus must be listed.

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<tr>
<th>Decal#</th>
<th>Item Description</th>
<th>Serial #</th>
<th>Model #</th>
<th>Value</th>
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Date Signed Out: _________________________     Date Returned: _________________________

________________________________________ ________________________________________
Employee Signature       Department Head – Approval

1 COPY FOR EMPLOYEE
1 COPY FOR DEPARTMENT
ORIGINAL TO LOGISTICAL SERVICES

**Note:** This form must be completed for any equipment (regardless of value) that is removed from the UNG premises. This form must be completed annually if the equipment will remain off-campus for an extended period of time.