

Temporary Off-Campus Loan of Equipment

This form applies to university and sponsor owned equipment possessing an ASU Main Campus, West Campus, or East Campus Property Control number (ASU PC#). NOTE: If a Property Control number is not affixed to the capital equipment contact Property Control immediately.

Please fax completed form to ASU Property Control (480) 965-3442 or mail form to MD 5212. For questions please contact Joshua Johnson (480) 965-5054.

Equipment Loaned:

ASU PC#	Description of Equipment	Serial No.	Model No.	Condition

Loaned to:

Name: _____ Signature: _____ Date: _____

Home Address: _____

Home Phone: _____ ASU I.D. #: _____

Department Name: _____

Office Location: _____ Office Phone # _____

Expiration Date of Loan (not to exceed two years): _____

Authorized by (Dean, Chair, or Department Head)

Name (print): _____

Title: _____ Phone: _____

Signature: _____ Date: _____

Equipment Returned:

ASU PC#	Description of Equipment	Serial No.	Model No.	Condition

Return Authorization (Dean, Chair, or Department Head)

Name (print): _____

Title: _____ Phone: _____

Signature: _____ Date: _____

New Equipment Location:

Building: _____ Room: _____ Subroom: _____