

Framingham State University

PROPERTY LOAN REPORT

The Original signed report must be on file in the Property Control Office, Peirce Hall Annex.
A Copy of this report must be filed with the Department Office.

EMPLOYEES

This is to acknowledge that I have received ON LOAN from the _____ Department, the equipment, apparatus of materials described below in good condition, I agree to be entirely responsible for the item until it is returned in good condition by _____.
(approximate date)

Item Description	Framingham State University Property Control Number

Name of Borrower _____ Date _____
(please sign and print name)

Department _____

Home Address _____ Home Phone _____

DEPARTMENT SUPERVISOR:

I hereby approve the loan of the above equipment, apparatus or materials under the stated conditions.

Signature of Department Supervisor _____ Date _____
(please sign and print name)

AREA VICE PRESIDENT:

Signature of Area Vice President _____ Date _____
(please sign and print name)

The Inventory Control Department will issue on an annual basis a Verification of Loan Form to be filled out by the Loanee and their immediate supervisor. In the event the equipment is returned prior to the return date stated above, please contact our Department as soon as possible to update the files to reflect the change of status.