

PROPERTY LOAN REPORT

*The Original signed report must be on file in the Property Control Office, Facilities Building.
A Copy of this report must be filed with the Departmental Office.*

FRAMINGHAM STATE COLLEGE
100 State Street, Framingham, Massachusetts 01701

EMPLOYEES:

Date: _____

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)

<u>Item Description</u>	<u>Framingham State College Property Control Number</u>

Name of Borrower _____ (please print) _____ (signature) _____ (date)

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 & print name)

AREA VICE PRESIDENT:

Signature of Area Vice President _____ Date _____
(please sign & 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. THIS FORM IS TO BE USED AS AN INPUT FORM ONLY. IN THE EVENT THE EQUIPMENT IS RETURNED PRIOR TO THE RETURN DATE STATED ABOVE, PLEASE CONTACT OUR DEPARTMENT A.S.A.P. SO WE CAN UPDATE OUR FILES TO REFLECT THE CHANGE OF STATUS.