

# GEORGIA INSTITUTE OF TECHNOLOGY

## EQUIPMENT LOAN AGREEMENT

DATE \_\_\_\_\_

I, \_\_\_\_\_ request permission to carry equipment, identified below, belonging to Georgia Tech off campus to \_\_\_\_\_

for the following reason: \_\_\_\_\_

**IMPORTANT:** All equipment taken off campus must be listed if its value is above \$99.99.

Inventory Number	Description	Serial No.	Model No.	Replacement Cost
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

\_\_\_\_\_  
Employee Signature  
and Phone No.

\_\_\_\_\_  
Department Head/Lab Director Approval

\_\_\_\_\_  
Employee ID No.

\_\_\_\_\_  
Department Name (Print)

- NOTE:**
1. This equipment can only be used in the performance of your official duties for Georgia Tech.
  2. This form is to be maintained in the Department Property Coordinator's Office while equipment is off site.
  3. Update Asset Management System when equipment is returned.