

TTU PROPERTY LOAN REQUEST

REQUESTOR'S NAME: _____ DATE: _____

The above named individual requests permission to remove from campus the following equipment to pursue job-related activities:

Description: _____

TTU Tag Number: _____

Manufacturer: _____

Model Number: _____

Serial Number: _____

Value: _____

The purpose of property use off campus: _____

Date property will be removed: _____

Date property is expected to be returned: _____

Address property will be located when in use off campus: _____

I understand this property is to be used for job-related activities only, and that I am liable for loss or damage to the property that is attributable to my negligence while it is in my custody.

I further understand that the equipment must not be removed from the campus before it has been properly labeled with an inventory tag (if applicable), or before written authorization from my chairperson and dean/administrative officer has been received.

Requestor's Signature: _____

APPROVALS:

Chairperson

Dean or Administrative Officer

Item(s) above have been returned to _____ on _____
College/Department/Area *Date*

Signature of person returning item: _____

Chairperson

Dean or Administrative Officer