



Interdepartmental Loan of Assets

NOTE: Asset will remain on the Department's inventory until this form has been completed, appropriately signed and submitted to the Property Office. This form should be submitted to the Property Office within 5 business days of the desired loan date. Please specify the Department Org code. Full and legible names with **Banner IDs** must be used in order to complete transfers. **The borrowing Department agrees to return the item in the condition in which it was received, with normal wear and tear expected. The borrowing Department is responsible for the maintenance, security and transportation of the asset or assets unless otherwise specified. Please complete the RETURN PORTION upon receipt of the item back to its original location, and submit to the Property Office.**

PCN: _____ Item Description: _____

Receiving Location	Building: _____	Room: _____	Expected Duration of Loan: _____
Additional Loan Conditions (if any): _____			

Loaning Department:	ORG #: _____	Receiving Department:	ORG #: _____
Employee Name:	_____	Employee Name:	_____
Employee Signature:	_____	Employee Signature:	_____
Banner ID #:	_____	Banner ID #:	_____
Date Signed:	_____	Date Signed:	_____
Org. #	_____	Org. #	_____
Dept. Chair Signature	_____	Dept. Chair Signature	_____
Dept. Chair Banner ID:	_____	Dept. Chair Banner ID:	_____

Complete the following section after the asset has been returned to original location: Forward this information to the Property Office.

RETURNED TO:	Building: _____	Room: _____	Receiver's Printed Name: _____
Receiving Employees Signature: _____		Banner ID: _____	
Property Office Representative's Signature	Date: _____	Ret'd P.O Office Rep initials:	Date: _____

NOT VALID UNLESS ALL SIGNATURES ARE OBTAINED