EQUIPMENT LOAN FORM

This form is used to monitor loans of University equipment off campus. Approval is needed irrespective of the source of the funds used for the initial purpose. The applicant is responsible for obtaining authorisation, which must be by the Head of School – delegation is not possible.
In the event of loss or theft off campus, the applicant may be required to replace the equipment. The applicant should inform any relevant insurance company of liability – the current UNSW excess is $10,000.00.

APPLICANT DETAILS
Name: ____________________________ Employee/Student No: ____________________________
Phone: ____________________________ Email: ____________________________

DESCRIPTION OF LOAN AND EQUIPMENT
Reason: ____________________________
Location of the Equipment off campus (Full address): ____________________________
Date from: ____________________________ Date to: ____________________________

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<thead>
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<th>Make and Type</th>
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<tbody>
<tr>
<td>Model</td>
<td></td>
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<tr>
<td>Serial Number</td>
<td></td>
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<tr>
<td>UNSW Asset Number</td>
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AGREEMENT
I agree:
I) Not to use the equipment for private purposes;
II) to return the equipment at the end of the loan period or on demand by Head of School;
III) to take all reasonable steps to prevent damage to, or loss of, equipment while on loan;
IV) if the loan period spans date of any school annual stocktake, to return the equipment temporarily to the School at the request of the SAO for audit purposes.

Signature: ____________________________ Date: ____________________________

APPROVED BY THE SUPERVISOR

Name: ____________________________
Signature: ____________________________ Date: ____________________________

AUTHORISATION (Head of School)

Name: ____________________________
Signature: ____________________________ Date: ____________________________

RETURNED INFORMATION
Date Returned: ____________________________ Date School register updated: ____________________________
Signature (School Assets): ____________________________ Date: ____________________________

NOTE: UNSW ASSETS NEED TO BE RETURNED TO FIPRAS FOR AQUITANCE

Updated 14th September 2009