

## Instructions to Complete the Equipment Loan to Employees and Students Form

Form Location <https://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=94575>

### Complete Form

Form Field	Description and Instructions
Loaning department; Chart/Organization code	Enter name and chart/organization code of unit to which equipment has been assigned and that authorizes the temporary off-campus use of the equipment.
Borrower	Enter name, department, campus address, campus telephone, home address, home telephone, and relationship to the University (faculty, staff or student). Only faculty, staff, and students may use University equipment off-campus.
Off-Campus location	Enter address where equipment will be housed off-campus.
Loan term	Enter the beginning and ending dates of the time equipment will remain off-campus. The loan term must not be more than two years ("permanent," "indefinite," etc., are not allowable loan terms). Loans to students and temporary staff should be limited to one year unless justification is provided in the "Special conditions/Additional comments" section.
Purpose of loan	Describe how equipment will be used off campus. The purpose must be University-related.
Special conditions/Additional comments	Describe any exceptional circumstances or uses that require additional effort or responsibilities on the part of borrower or lender (for example, overseas transportation that would require special insurance coverage).
Equipment data	For each item covered by the agreement, enter a description, the <b>Banner</b> Fixed Asset Property Control (PTag) number, and the serial number.
Signature of borrower	By signing, the borrower agrees to the conditions of the statement below the signature line. The signature can be electronic or in ink.

Signature of loaning unit representative	Must be the unit head, delegate, or someone else with higher authority than the borrower. By signing, the unit representative indicates that the equipment is not needed on campus, and that the borrower has a legitimate, University-related purpose for removing the equipment from campus. The signature can be electronic or in ink. There is a button on the form that will create an email to send the form to the unit head.
Date returned	Enter date the equipment is returned to campus by the borrower.
Signature acknowledging return of equipment	Enter signature and telephone number of someone other than borrower who has verified that the equipment has been returned to campus by the borrower. The signature can be electronic or in ink.

### Retain Form

The completed and approved equipment loan to employees and students agreement is retained in the loaning unit's files until the loaned property is returned. The form must be readily available to Office of Business and Financial Services (OBFS), Office of University Accounting and Financial Reporting personnel or external/internal auditors, as required, in place of the actual equipment.

NOTE: When loaning the equipment for more than one academic session, the loaning unit is required to update or complete the following **Banner** Fixed Asset data fields:

- condition code should be "E,"
- location code should reflect an appropriate off-campus location code, and
- custodian should be populated with the UIN of the borrower.
- Description should include the actual location (Street Address) of the equipment.

Sample of completed form is on the following page.

**Equipment Loan to Employees and Students**Authorization for temporary off-campus use of  
University equipmentLoaning Department Property Accounting & Reporting Chart 9 Org 641

## Borrower Information

Name Marti ConradDepartment UPARCampus Address 111 East Green StreetCampus Phone 217-300-2159Home Address 123456 Green Street, Champaign, ILHome Phone 217-999-9999Off-campus location/address of loaned equipment 123456 Green Street, Champaign, ILLoan term (may not be greater than two years) From Oct 31, 2017 To Oct 30, 2019

(Loaning department may request return of equipment before the end of loan term if needed.)

(Loans to students and temporary staff should be limited to one year unless justification is provided in the "Special conditions/Additional comments" below.)

Purpose of loan (field will expand upon exit)

To perform University related work at home - not for personal use.

Special conditions/Additional comments (field will expand upon exit)

## Equipment Information

	Description	Property Control Number (Ptag)	Serial Number
<input type="checkbox"/> <input type="checkbox"/>	Dell laptop computer	P10R65584	BGQ9N32

I accept responsibility for reasonable care and security of all University property that is in my custody off campus in pursuit of my official duties. Liability assessment, if any, will be based on Section 12 - Assess an Employee for Missing or Damaged Equipment, in the Office of Business and Financial Services Policies and Procedures.

**Marti Conrad**Digitally signed by Marti Conrad  
DN: cn=Marti Conrad, o=University Accounting and Financial Reporting, ou=UAFR,  
email=mdesjar2@uillinois.edu, c=US  
Date: 2017.10.09 09:06:54 -0400

Borrower's Signature

E-mail to Loaning Unit Representative for Approval

Loaning Unit Representative Signature

Click the appropriate field above to create your digital approval. Upon signing you will be prompted to save a copy of the form for your records. If you have not used a digital signature before, the document, [Setting up your Adobe Digital Signature/Approval](#), will assist you.

Loaning Unit Representative - after signing, keep this form on file in your department.

Date Returned \_\_\_\_\_ Received by \_\_\_\_\_ Phone \_\_\_\_\_