



Equipment Loan

ROUTING	PROP MSC 3001 nmsuproperty@nmsu.edu Phone 646-3139
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To Initiate or Renew a Loan of NMSU Property-BPM Section 4A.35. **Please attach a list if more than 3 items.**

SECTION 1: REQUESTOR INFORMATION

Employee Name: _____ Job Title: _____ Department: _____

Campus Box: _____ E-mail Address: _____ Phone: _____

Employee Physical Address: _____ City: _____ State: _____ Zip Code: _____

Work Phone Number: _____ Home Phone Number: _____ Date (mm/dd/yyyy): _____

SECTION 2: REQUEST DETAILS

To Initiate a Loan of NMSU Property To Renew a Loan of NMSU Property

Condition of Equipment:

NMSU Tag Number	Equipment Description
1.	
2.	
3.	

Loan Dates: Start Date: _____ End Date: _____

Business Justification for Home/Off-Campus Use of Equipment:

SECTION 3: REQUESTOR APPROVAL

I certify that the equipment will be used for University business and in accordance with established University policies. The equipment will be secured to prevent theft and password security and virus protection will be used, if applicable, to prevent unauthorized access or damage to University systems and data. The equipment will be returned to the University at the end date specified above. I understand that my homeowner's insurance is primary coverage for theft or loss and State Risk Management Coverage is secondary coverage.

I acknowledge that I will be required, at least annually and upon request from the department, to return this equipment to the department for inventory purposes and to renew approval for continued loan of equipment.

Employee Printed Name: _____ Signature: _____ Date: _____

SECTION 4: OFFICIAL APPROVAL

Printed Name: _____ Signature: _____ Date: _____
Supervisor (PI/Dept Head/etc.)

RETURN OF EQUIPMENT

Condition of Equipment: _____

Property Custodian Printed Name: _____ Signature: _____ Date: _____