

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

MFG'ER

Model #

Serial #

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 damage to or loss of 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, dean, vice president and the property officer has been received.

**Requestor's Signature
APPROVED:**

Chairperson

Dean or Administrative Officer

Property Officer

Print Form, obtain signatures, and send to property officer at Box 5041.