WESTERN ILLINOIS UNIVERSITY
Equipment Loan Form

Tag No.	Description	Serial Number	Purchase Date	Purchase Price

I certify that _____ has received the equipment listed above as a temporary loan. It is understood that _____ is responsible for this equipment in the event that it is lost, stolen, or damaged. In addition, _____ agrees to return the equipment listed above in the condition in which it was received by the scheduled return date or upon five days notice from the WIU inventory custodian. The equipment scheduled return date is _____.

Received by: _____ _____
(Responsible Party) (Loan Address)

Released by: _____ _____
(Inventory Custodian) (Date)

All equipment loan periods exceeding 30 days require the approval of the Inventory Custodian's Dean or Vice President and the Vice President for Administrative Services. Approval of the Inventory Custodian's Dean or Vice President is required prior to submitting the Equipment Loan Form to the Vice President for Administrative Services.

Approval: _____
(Dean or Vice President)

Approval: _____
(Vice President for Administrative Services)

The equipment listed above was returned in good condition on this date: _____

Signed: _____ _____
(Responsible Party) (Inventory Custodian)