

# WESTERN ILLINOIS UNIVERSITY

## Equipment Loan Form

Tag No.	Description	Serial Number	Purchase Date	Purchase Price

If the equipment being loaned will be located off-campus, please state the business purpose of the loan:

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I certify that \_\_\_\_\_ has received the equipment listed above as a temporary loan. The equipment scheduled return date is \_\_\_\_\_. Equipment listed above shall be returned by the scheduled return date or upon five days' notice from the WIU inventory custodian in the condition in which it was received.

Released by: \_\_\_\_\_  
Inventory Custodian Date

I agree to be fully responsible for equipment listed above and further agree to be responsible for any costs of repairing the equipment if damaged while in my possession or replacing said equipment if it is lost, stolen or if damage is not repairable. I agree to reimburse Western Illinois University in the amount of the purchase price set forth above in the event the equipment is lost, stolen or damaged beyond repair. I acknowledge that said equipment is in good and operable condition with the following exceptions, if any: \_\_\_\_\_

Received by: \_\_\_\_\_  
Responsible Party Loan Address

All equipment loan periods exceeding 30 days require the approval of the following:

- Inventory Custodian's Dean (if applicable); **AND**
- Associate Provost/Associate Vice President for Academic Affairs **OR** in the case of non-academic units the Inventory Custodian's respective Vice President **AND** - Executive Director of Personnel and Financial Affairs

Approval of the Inventory Custodian's Dean (if applicable) and Vice President is required prior to submitting the Equipment Loan Form to the Executive Director of Personnel and Financial Affairs.

Approval: \_\_\_\_\_ **AND** Approval: \_\_\_\_\_  
Dean (if applicable) Associate Provost/Associate Vice President for Academic Affairs **OR** Respective Vice President

**AND** Approval: \_\_\_\_\_  
Executive Director of Personnel and Financial Affairs

To be completed upon return of equipment:

I certify that the above listed equipment was returned to me on \_\_\_\_\_. I have examined the equipment and acknowledge it is in good and operable condition unless otherwise noted.

Inventory Custodian: \_\_\_\_\_

Once form is complete, please send to PARC via campus mail or scan and email to [parc-g@wiu.edu](mailto:parc-g@wiu.edu)