

**University of Connecticut**  
**Record of Equipment on Loan From the University**

Date:

is authorized to remove from room

of the

building, the following equipment:

UConn Tag #	Serial #	Description/Condition	P.O. Cost

The equipment will be used for

which is relative to work being done in the

Department at the University of Connecticut.

The equipment will be located at (complete address and specific location):

where it will remain until  
University.

(date, not to exceed one year, may be renewed), at which time it will be returned to the

The above named individual will be responsible for theft and fire damage and will provide due care and security for the above-described equipment until the equipment is returned to the University. A copy of a police report must accompany the notification to Inventory Control to remove an item from the asset listing in the event of a loss.

The recipient will bear responsibility for the return of this equipment in the same condition as at the time of release.

Signatures:

Approved Dean, Director, or Department Head:	Print Name:  Signature: _____
Recipient:	Print Name:  Signature: _____

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**Complete and return to U-2184. ~ Retain a copy and  
complete the lower portion upon return of the equipment to the University.**

Date:

The above equipment has been returned to:  
as it was accepted at time of loan. Please note any exceptions:

(building and room #) in the same condition

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Signature Dean, Director, or Department Head