

EQUIPMENT LENDING REQUEST FORM

DATE **PURPOSE (Work-Related or Personal)**

I _____ am requesting to borrow the following:

FULL EMPLOYEE NAME (TYPE or PRINT)

equipment item(s), vehicles excluded, from _____

NAME OF DEPARTMENT or UNIT

1. _____

5. _____

2. _____

6. _____

3. _____

7. _____

4. _____

8. _____

These items will be picked up and returned to the unit on the following dates and times:

PICK UP DATE and TIME

RETURN DATE and TIME

I understand that prior approval is required, I am responsible both physically and financially for these items, and they will be returned in the same condition as when picked up. If the item(s) are lost and/or damaged, I understand that I will be financially responsible for repair and/or replacement of the item(s). I understand that the item(s) may only be used by myself and cannot be used by or transferred to anyone else. All items will be used for work or personal use only and will not be used for any business purpose. I agree to hold harmless the Cal Poly Pomona Foundation and the California State University including all related officers, directors, employees and agents relative to my personal use of this equipment. I know how to safely and properly use the listed equipment and agree all items listed are in good working order per my inspection unless I have noted otherwise on this form.

The replacement value of the above item(s) is/are \$_____ (Entered by Authorizing Director)

SIGNATURE OF EMPLOYEE **DATE**

SIGNATURE OF AUTHORIZING DIRECTOR **DATE**

DATE OF ACTUAL RETURN

TIME RECEIVED

RECIEVED BY (PRINT and SIGN NAME)

A copy of this form is to be provided to the employee as authorization to have equipment in their possession and to document the return. This form must be approved at the Director or Assistant/Associate Director level.