



## PERSONAL PROPERTY DIVISION LOAN AGREEMENT/RECEIPT

DATE LOANED:	RETURN DUE DATE:
NAME OF BORROWER:	ORGANIZATION:
ADDRESS:  _____ STREET  _____ CITY, STATE, ZIP	OFFICE:  ROOM NUMBER:  TELEPHONE NUMBER:

DESCRIPTION OF EQUIPMENT TO BE LOANED:

  
  
  
  
  
  
  
  
  
  

BAR CODE NUMBER:	SERIAL NUMBER:	MODEL NUMBER:
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PURPOSE OF LOAN:

  
  
  
  
  
  
  
  
  
  

### CONDITIONS OF LOAN

1. The borrower of the above equipment agrees to return the items in the same condition as received from the U.S. Department of Commerce, normal wear and tear accepted, on or before the above return date, unless the loan period will not exceed thirty (30) days.
  
2. The equipment shall not be loaned or transferred to a third party without the written consent of the Personal Property Division authorizing official.

SIGNATURE OF AUTHORIZING OFFICIAL	
DATE OF APPROVAL	DATE OF RECEIPT

**NOTE:** The "Optional Form 7 LF (Property Pass)" *must* be completed before property will be released from the building.