

EQUIPMENT LOAN AGREEMENT FORM

Facility Management

Requestor's Name: _____

Department: _____

Equipment loan Period

Start Date:

End Date:

The loan may be extended or terminated by written mutual consent of both parties.

I acknowledge the receipt of item loaned by Dawson College which has been issued to the requestor listed above and that it is non-transferable.

This item has been supplied to me to facilitate working from home and I will exercise due diligence in protecting this item from damage, theft and/or abuse

Item	Inventory Number	Physical condition
1.	D	
2.	D	
3.	D	
4.	D	
5.	D	

By signing this agreement, I acknowledge that the item borrowed is the property of the Dawson College. I am responsible for the item until I return it to Dawson College Facility Management.

Requestor's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

FAMA's Approval: _____ Date: _____