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CALIFORNIA STATE UNIVERSITY, LOS ANGELES

PROPERTY MANAGEMENT
PROPERTY LOAN AGREEMENT

As a borrower of University property, I, _____ _____
agree to… Print Name Department Name & Department ID

1 Be financially responsible, pursuant to Section 8643, of the State Administrative Manual (SAM), which says in part… "Lost, stolen, or destroyed property will be charged against responsible individuals whenever the agency determines that negligence or unauthorized use is involved."

2 Be personally responsible for equipment in my care at all times.

3 Return items on or before the return date.

4 Use equipment for official State business.

5 ITS approval required for all baseline equipment.

State Tag No.	Property Description	Date Loaned	Return Date

THE UNIVERSITY ASSUMES NO RESPONSIBILITY FOR INJURIES INCURRED OR PROPERTY DAMAGED RESULTING FROM THE USE OF BORROWED EQUIPMENT.

Refer to Administrative Procedure, Property Control

Borrower Name	Signature indicates I have read and will comply with stipulations of this agreement. Date
Department Chair/Administrator Approval Name	Signature Date
ITS Approval Name (Baseline Equipment Only)	Signature Date