

Equipment Loan Policy and Checkout Form

This form tracks equipment that is in the temporary custody of a Milligan University employee. No equipment shall be removed from the IT department unless the person has completed an Equipment Loan Form. Provide all information requested. Including date and initials of employee and authorizing individual in the "Loaned" column. Date and initial again in the "Returned" column when equipment is returned.

THE FOLLOWING GUIDELINES APPLY TO EQUIPMENT ON LOAN TO A MILLIGAN UNIVERSITY PERSONNEL:

- The equipment is to be used for Milligan University related activities, and in compliance to the Milligan University Acceptable Use Policy.
- Repair or maintenance should be left up to the IT department
- The employee is responsible for safeguarding the equipment while it is in his or her possession.
- If the equipment is stolen or damaged, immediately notify the IT department.
- The equipment should be returned to the custody of the IT department as soon as the purpose for its loan has been completed.
- Equipment may be loaned for a maximum of seven days.
- In event of damage, theft, or loss occurred to the equipment, the employee will be held responsible for all that has incurred to the equipment.

Why is this equipment needed? _____

How long do you need the equipment (maximum of seven days): _____ Expected Return Date: _____

If it will be used for an event, what is the name/date/location of the event? _____

Milligan Tag Number	Equipment Description	Manufacturer	Model	Loaned			Returned		
				Date	Empl	Auth	Date	Empl	Auth

Employee (print name): _____ Signature: _____ Date: _____

Authorized by (print name): _____ Signature: _____ Date: _____

Complete upon return of all loaned equipment: I, _____ (print) acknowledge receipt and inspection of the equipment listed above.

Signed: _____ Date: _____