

# TABLE AND CHAIR LOAN FORM

No. \_\_\_\_\_

(Follow instructions on page 2)

**Action Requested** (From Instructions #3):**Requestor:**

Name:	Email:	Phone No.:
Department:	Building:	Room No.:
Signature of Requestor:	Date:	Requested Relocation Date:

**Property:**

Asset No.	Description	Condition
	1.	

(For Additional Space, continue on Page 2)

**Receiver:**

Department:	Building:	Room No.:
Receiver's Name:	Signature:	Date:

**Property Control Use Only**

Action Taken: (Please initial) _____ Records Updated	_____ Property Relocated	Date:
Property Control Officer:	Signature:	Date:
Remarks:		

**1. Fill out form completely.**

Please print legibly or type. For scheduling purposes, please submit 48 hours prior to requested action date.

**2. Request for appropriate action.**

- Loan: Property borrowed by another department; this form must be signed (accepted by) an individual in the department borrowing the property.

**3. Identify the Condition of the property based on the following:**

- Good: Property that is functional and appears good
- Fair: Property that is functional, but its appearance is less than good
- Poor: Property that is damaged but useable
- Junk: Property that is broken and unusable

**4. Send one copy of this form to Property Control.**

Retain one copy for your records; a copy of this completed request will be sent to your Accountable Officer. You will be notified when the request is scheduled.

(For further information about this form, please contact a representative of Property Control at Ext. 3114)

## **Financial Responsibility Statement**

**Permission to take table and chairs on or off campus is generally limited to the faculty and staff. It is the responsibility of the Property Control department to maintain a copy of an approved request signifying permission and including a description and the quantity of table and chairs taken. Additionally, the inception date of the request and when the items are to be returned will be shown.**

**The procedures detailed above for faculty and staff permitted to use University-owned items.**

**It is important to note that when borrowing table and chairs on or off campus, the borrower accepts responsibility for the security of the items and is liable for damage caused by negligence. If the equipment is lost or stolen, the borrower will be held financially liable and responsible for the replacement value of said equipment.**