

Loan of Health Science Center Property
Texas A&M Health Science Center Property Management

This completed and signed form documents the loan of the following property:

Asset #	Description (Please include serial number, if applicable)

This is a (check one):

Short-term loan (less than 30 days) To be returned on or before: _____

Long-term loan (greater than 30 days) To be returned on or before: _____

I, _____, understand that I am responsible for the property listed above while it is on loan to me. I will exercise reasonable care of this equipment and safeguard it against theft, damage and misuse. I will use this equipment only for activities benefiting TAMUS Health Science Center. I will return the property by the date listed above or upon separation from the TAMUS HSC.

Signature

Date

Approval of Loan:

Department Head/ Alt APO Printed Name

Department Head/ Alt APO Signature

Date

***Do not submit to HSC Property Management.
Please retain for your departmental inventory records.***