

Research Foundation for BUFFALO STATE COLLEGE

LOAN OF RF PROPERTY

All Research Foundation property, whether recorded on the departmental inventory or not, that is removed from campus by faculty or staff for work-related functions must be identified on a Loan of College Property Form. Assets transported back and forth (such as laptop computers) on a continual basis must also be identified on a Loan of College Property Form.

NAME OF BORROWER: _____ CAMPUS EXT. _____

SIGNATURE OF BORROWER: _____ DEPARTMENT: _____

OFF CAMPUS ADDRESS
WHERE EQUIPMENT
WILL BE LOCATED: _____
No. and Street City Zip

OFF CAMPUS TELEPHONE NUMBER: _____

DESCRIPTION OF PROPERTY

ITEM	MAKE	MODEL	SERIAL NUMBER	SUCB NUMBER

DATE LOANED: _____ EXPECTED DATE OF RETURN: _____

NOTE: If period covers more than one year, you MUST renew the loan.

****Return loaned items Sponsored Programs Administration,
B206 Buckham Hall when no longer needed.****

REASON FOR LOAN: _____

DEPARTMENT: _____ CAMPUS EXT: _____

Associate VP for Sponsored Programs: _____ DATE: _____

All loan forms MUST have all signatures in order to be valid requests.

NOTE: Property described above shall be used only for official College business. Removal of property without proper authorization will be regarded as theft.

ORIGINAL FORM TO SPONSORED PROGRAMS, B206 BUCKHAM,
COPY TO BE KEPT WITH ITEM ON LOAN
COPY TO DEPARTMENT

FOR PROPERTY CONTROL USE ONLY

RETURN VIEWED BY: _____ CURRENT LOCATION: _____