

TTU PROPERTY LOAN REQUEST

REQUESTOR'S NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

The above named individual requests permission to remove from campus the following equipment to pursue job-related activities:

Description: \_\_\_\_\_

TTU Tag Number: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Model Number: \_\_\_\_\_

Serial Number: \_ \_\_\_\_\_

Address property will be located when in use off campus: \_\_\_\_\_

I understand this property is to be used for job -related activities only, and that I am liable for loss or damage to the property that is attributable to my negligence while it is in my custody.

I further understand that the equipment must not be removed from the campus before it has been properly labeled with an inventory tag (if applicable), or before written authorization from my chairperson and dean/administrative officer has been received.

Requestor's Signature: \_\_\_\_\_

APPROVALS:

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Dean or Administrative Officer

Item(s) above have been returned to \_\_\_\_\_ on \_\_\_\_\_  
College/Department/Area Date

Signature of person returning item: \_\_\_\_\_

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Dean or Administrative Officer