

University of Nebraska-Lincoln
Policy and Procedures
For
Loan of Personal Property to Another Institution

Personal property includes all materials, supplies, furniture, equipment, printing, stationery, automotive and road equipment and all other chattels, goods, wares and merchandise whatsoever, regardless of cost. Title and ownership to all property purchased with University funds or otherwise acquired shall vest in the University, except for property purchased in accordance with specially donated or restricted funds providing for other ownership.

UNL personal property may only be loaned to another institution by completing the following steps:

1. Prepare a formal written request for the loan of the personal property from UNL to the intended receiving institution. This letter should contain the following:
 - a. Reason for Loan (include whether or not equipment could be used by other UNL personnel in department or college)
 - b. Item Description (include make & model)
 - c. Date of Purchase
 - d. Serial Number (if available)
 - e. UNL Inventory Tag Number (if available)
 - f. Source of Funding for Original Purchase (include cost object)
 - g. Current Location of Property
 - h. Name and Address of Institution to Receive Loan
 - i. Dollar Amount Paid by Receiving Institution for Loaned Property
 - j. Date equipment is to be returned to UNL
 - k. Signature of Requestor
 - l. Written acknowledgement from the receiving institution's Vice president/ Vice Chancellor or their designee confirming the institutions of the established return date, acceptance of responsibility for any repair/replacement that may be required as a result of the loan and acknowledgement of responsibility for all related shipping and insurance costs relating to delivery and return of equipment.

2. Signature approval section must be completed, prior to the proposed loan, from the following:
 - a. Department Chair
 - b. Dean
 - c. Vice Chancellor for Research
 - d. Vice Chancellor for Business and Finance

3. The original completed document must then be forwarded to the Inventory Department for documentation of the item status in University records.

If there are questions involving this policy, please contact the University of Nebraska Inventory Department at (402) 472- 2085.

(See attached form)

**Request for Loan
of
University of Nebraska-Lincoln
Personal Property to Another Institution**

Date: _____

Requestor: _____ Department: _____

Reason for Loan: _____

Item Description, Make & Model#, Date of Purchase: _____

Serial Number: _____ UNL Inventory Tag Number: _____

Funding Source and Cost Object for Original Purchase: _____

Present Location of Property: _____

Name & Address of Institution to Receive Loan: _____

Date of agreed upon date of return from receiving institution. _____

Dollar Amount Payable to UNL for Property by Receiving Institution \$ _____

(Signature of Requestor) (Date)

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Approval Signatures

(Department Chair) (Date)

(Dean) (Date)

(Vice Chancellor for Research) (Date)

(Vice Chancellor for Business & Finance) (Date)