

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

***Fixed assets purchased with Federal or Federal Pass-Through Funding may NOT be transferred without prior, documented approval from Sponsored Programs.**

Date: _____

Requestor: _____ Department: _____

(Signature of Requestor)

(Date)

Reason for Loan: _____

ITEMS ON LOAN:

QUANTITY/DESCRIPTION (make, model #)	SERIAL #	UNL TAG #	UNIT PRICE	TOTAL PRICE

Present Location of Property: _____

Institution receiving loan of equipment: _____

Date of return from receiving Institution: _____

(Signature of Institution)

(Date)

Approval Signatures:

(Department Chair)

(Date)

(Dean)

(Date)

(Vice Chancellor for Research)

(Date)

(Vice Chancellor for Business & Finance)

(Date)

(Office of Sponsored Programs)

(Date)

*Once complete please email to unl_inventory@unl.edu or send to the Inventory Department, 3630 East Campus Loop, Lincoln, NE 68583-0824