



Laredo College

PROPERTY LOAN FORM

NAME:		DATE:	
ADDRESS:		PHONE:	
CITY, STATE, ZIP:		COMPANY:	

PLEASE LIST ITEMS AND CONDITION:		
DESCRIPTION OF EQUIPMENT/FURNITURE	CONDITION	MONETARY VALUE

Lender's Certification:

I certify that:

- I have legal ownership of items listed above.
- I agree to lend out the items listed above to Laredo College for this time frame:

DATE:

DATE:

LENDER: _____ DATE: _____

Borrower's Certification:

I certify that:

- Loaned equipment/furniture shall only be used for official purposes and not for personal or commercial benefit.
- Borrower agrees not to modify equipment/furniture and to exercise appropriate care of this property.
- The above property will be returned to the original loaning site in serviceable condition on or before the due date.
- All damage, loss, and/or theft sustained to the above described property may be determined to be Laredo College's Borrowing Department full responsibility.

President

Date

Copy to: Inventory Department; Department

The items listed above are accepted. The LC contact person will assure that the items are delivered to or received by LC.

Property Inventory Manager

Date

Notes: 1) Form can be filled in and downloaded but do not E-mail, as original signatures are required.
2) Completed form should be delivered to the Property Inventory Department.