

**APPROVAL FOR HOME OR OFF PROPERTY USE OF UNIVERSITY EQUIPMENT**

Please complete form fully and return to Property Control Office, Power Plant.

Chose one: New Loan  or Renewal Loan

Employee Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

UMD Email: \_\_\_\_\_ Department: \_\_\_\_\_

Equipment Information: (Description, Mfg, Model) \_\_\_\_\_

Property Control Tag # (If Applicable): \_\_\_\_\_

The maximum loan term is one year. All loans are to be renewed on an annual basis, requiring completion and approval of this form.

Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**Equipment Location during loan:**

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Justification for Home Use:**

I verify the equipment will be used for University business. The equipment will be secured to prevent theft and password security will be used to prevent unauthorized access to University systems and data. The equipment will be returned to the University at the end of the loan term. If loan is extended a new form must be submitted to Property control. I certify that I understand that in the event of damage, loss or theft that I am financially responsible for the replacement of equipment.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean/Dept Chair/Director: \_\_\_\_\_ Date: \_\_\_\_\_

Property Control: \_\_\_\_\_ Date: \_\_\_\_\_