NON-UNIVERSITY FUNCTION EQUIPMENT LOAN REQUEST

TO: DIRECTOR, MATERIALS MANAGEMENT

FROM:

Name of Organization

Phone No.

Name of Person Making Request

Date

(1) This is a request for loan of:

Quantity / Inventory No.	Description

The borrower assumes responsibility for replacing lost or stolen equipment and for repairs to damaged equipment as determined by Materials Management.

(2) Location at which this equipment is to be used:

(3) Purpose for which this equipment is needed:

(4) Organization will pick up this equipment:

Time & Date

and return it to place of pick up:

Гime &	Date

This space for official use only	I	
There is no conflict at this tim		
There is a conflict at this time.		
Type of Conflict		
Approval Recommended		
Approval Not Recommended		
	Materials Management Director	Date
Approved		
Disapproved		
Vice Pr	esident for Finance and Support Services	Date

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