

SUNY Canton Property Loan Request Form – Off Campus Use

It is SUNY policy that all state owned and Research Foundation equipment be locatable at all times.

If equipment is temporarily located off campus, this form must be completed and submitted to Property Control. Loaned equipment still needs to be inventoried annually. Please be sure to fill all information out completely for inventory purposes.

The bearer is granted permission to remove the property below from SUNY Canton. The borrower will be held responsible and liable for the return of the property in good condition.

Name of Borrower: _____ Campus Ext: _____

Signature of Borrower: _____ Department: _____

Location of equipment while off campus: _____
(Street Address, City, State, Zip)

Date of Property Removal: ___/___/___ Date of Return: ___/___/___
Loan period may not exceed one (1) year

Reason for request: _____

Property Description

Property Control Number	Item Description	Make	Model	Serial Number	Condition (Good, Fair, Poor)

Department Approval

Department Chair: _____ Signature Dean/VP: _____ Signature

Date: _____ Date: _____

Return Item Information

Property returned in good condition by: _____

Received by (Department Head or Designee) _____

Please retain a copy for your records and submit this completed form to:
 Property Control at propertycontrol@canton.edu
 If you have questions or concerns, contact the Property Control Coordinator at x7171