



EQUIPMENT LOAN AGREEMENT

DATE: _____

I, _____ request permission to carry equipment, identified below, belonging to
(Employee Name)

Georgia Tech off campus to _____ for the
(Full Home Address)

following reason: _____
(Reason equipment is off campus, e.g. teleworking)

IMPORTANT: All equipment taken off campus must be listed if its value is above \$99.99.

Inventory Number	Description	Serial No.	Model No.	Replacement Cost

Employee Signature:	Department Manager:
Employee ID No:	Department Name (Print):

- NOTE:**
1. This equipment can only be used in the performance of your official duties for Georgia Tech.
 2. This form is to be maintained in the Department Property Coordinator's Office while equipment is off site.
 3. Update Asset Management System when equipment is returned.
 4. This form must be renewed and filed annually, or when there are changes.
 5. This form can be used for asset and non-asset items.