

NAUGATUCK VALLEY COMMUNITY COLLEGE
LOAN DOCUMENT

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|---------------------|----|-------------------------|---------|---------|---------|---------|--|
| Submit Form: | | To Receiving Department | | | | | |
| Requester's Name: | | | | Title: | | | |
| Department: | | | | | | | |
| Phone Number: | | | Home #: | | Cell #: | | |
| Room Number: | | | | | Fax #: | | |
| Email Address: | | | | | | | |
| Loan To: | | | | | | Room #: | |
| Institution: | | Street/City/State/Zip: | | | | | |
| Contact: | | Telephone #: | | | Fax #: | | |
| Coding: | FY | Fund | Org | Program | Account | | |
| Signature: | | | | Date: | | | |
| Written Name: | | | | | | | |

Important Notices to Department Head:

- Your signature confirms that all equipment & accessories used with/or having contained radioactive or other hazardous materials, have been inspected & approved for shipping and/or storage by Environmental & Radiation Safety.
- Your signature confirms that Freon has been removed from all refrigerant equipment.
- Your signature confirms that all electronic storage equipment & devices have been properly cleaned of information according to NVCC HIPAA policies.

| Released By Signatures: | Date | Signature |
|---|------|--------------------------------------|
| Receipt of Loaned Property: | | |
| 1. Responsible Person | | 1. Recipient of Loaned Property |
| Typed Name - Mandatory | | Typed Name - Mandatory |
| Upon Return - Received By: | | |
| 2. Department Head | | 1. Departmental Property Coordinator |
| Typed Name - Mandatory | | Typed Name - Mandatory |
| 3. Dean (Individual items over \$5,000.00 only) | | 2. Department Head |
| Typed Name - Mandatory | | Typed Name - Mandatory |
| 4. Property Manager - Receiving | | 2. Property Manager - Receiving |
| Typed Name - Mandatory | | Typed Name - Mandatory |

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| Loan Type: | 1. Assets have been loaned to another NVCC department 2. Assets have been loaned to a NVCC employee for official NVCC/State business 3. Assets have been loaned to another Institution 4. Other: |
|------------|---|

TERMS & CONDITIONS FOR PROPERTY ON LOAN FROM UCHC

The following terms and conditions must be acknowledged by you as indicated below. Your signature on this form acknowledges each T&C.

1. [Property Control](#) will be promptly informed of any changes to location, condition or general status of the NVCC property.
2. Property ownership remains with NVCC and in no way does its transfer to your location change the status of this ownership.
3. The loan is for a specific period as stated on the form, and loans must be renewed on a yearly basis with the NVCC Department Head & Property Control.
4. You will be expected to use the property for NVCC business, unless otherwise specified on the "Loan Request Form".
5. You will be expected to exercise reasonable care and maintenance of the property while at your location. Any damages caused by negligence will be at your expense.
6. You will be expected to return the property to NVCC within a reasonable period after notification or under the agreement or terms as outlined on the approved "Loan Request Form".
7. You will be responsible for all terms or agreements as stated on the approved "Loan Request Form".
8. Your signature on the approved "Loan Request Form" acknowledges that you have read and are in agreement with the terms and conditions stated
9. When removing property from NVCC, be sure to have a copy of the fully executed Loan Request Form on hand for verification.

