UNIVERSITY OF CALIFORNIA, IRVINE
EQUIPMENT ASSIGNMENT FOR UNIVERSITY PROPERTY LEAVING THE CAMPUS

Agreement No. __________________________

Date __________________________

Assigned By Department __________________________

Department User __________________________

Fac/Staff __________________________

Telephone No. __________________________

UCI Property No. __________________________

Manufacturer Of Equipment __________________________

Serial No. __________________________

Value $ __________________________

Period of Use __________________________

The equipment will be located at __________________________

during the period indicated.

The equipment described above is assigned to the user for the purpose of instruction, demonstration, research, or general University support, directly associated with an authorized University activity. The user’s department agrees to assume financial responsibility for loss or damage to the equipment while the assignment is in effect. By signing this agreement the Department Chair/Business Officer attests to his/her understanding of the above requirements.

The user further attests that the equipment will be used for the purposes described above and understands that he/she will be personally responsible for any loss or damage as a result of any intentional misuse or misappropriation of said equipment by user.

THE EQUIPMENT IS SUBJECT TO RETURN ON DEMAND

Signed __________________________ Date __________________________

Department Chair/Business Officer __________________________ Date __________________________

Signed __________________________ Date __________________________

User __________________________

Signed __________________________ Date __________________________

Materiel Manager

MATERIEL MANAGER

The equipment described on Agreement Number __________________________ has been returned to __________________________

Signed __________________________

Department Chair/Business Officer

Instructions:

1. Complete form in triplicate.
2. Send all copies to Equipment Management
3. An approved copy will be returned to your department.
4. When equipment is returned - Remove lower portion - Send to Equipment Management

Retention: 3 years beyond expiration