

Property Control Equipment Loan Request

Use a separate form for each item.

The paper copy of this form is in triplicate to provide a copy for Property Control file, the department file, and a copy for the borrowing individual to keep with the equipment. To use this online form, please follow the instructions below:

This form can either be completed online and then printed or can be printed and filled out manually.

Once the form is completed, obtain the necessary signatures

Make 2 copies:

Original: send to Property Control @ Campus Box 1520

Copy 1: file with the department

Copy 2: goes to the borrowing individual to keep with the equipment

Upon return of the equipment, please complete the 'Returned' section of the borrower copy and return to Property Control.

ISU Tag # _____ Borrower Name (please print) _____
Equipment Description _____
Location of equipment during loan _____
Anticipated Duration of loan: From _____ To _____
Borrower Signature _____ Date _____
Approval Signature _____ Date _____
Department Name _____
Return verification signature _____ Date of return _____