

ARTS FACULTY DEAN'S OFFICE

EQUIPMENT LOAN FORM

<u>Description</u>	<u>Quantity</u>	<u>Loan Period</u>

1. The above-mentioned equipment is the property of the Arts Faculty Dean's Office; thus, it should be operated and maintained in a proper way to avoid any damage or loss.
2. It is the policy of the Arts Faculty Dean's Office not to insure the above-mentioned equipment against any kind of damage or loss; thus, I will be fully responsible for the well being of the above-mentioned equipment at all time and handle it at my own risks.
3. In case of my departure from the University, or at any time requested by the Arts Faculty Dean's Office to return the above-mentioned equipment, the above-mentioned equipment must be returned with all the original accessories and in a fully functioning condition.

I fully understand the above terms, and I agree to be bound by the above terms once I sign the agreement.

Name of Borrower : _____ Department : _____

Signature : _____ Date : _____

Approved by : _____ Date : _____
(Miss Iris Chao, SAM, ARTD)

Received by : _____ Date : _____
Name in BLOCK letters

For the Dean's Office

Date of Return : _____

Checked by : _____