



Division of Financial and Business Services
Equipment Management
Property Loan Agreement for Temporary Transfer of
USC / Government / Sponsor Owned Equipment

(Temporary –more than 30 Days- Off-Campus Relocation)

University policy requires authorization be obtained from the University prior to any transfer of University, Government, or Sponsor-owned equipment. Please complete this form prior to transfer of equipment and return to Equipment Management.

1. Tag No.	2. Qty.	3. Name/Description	4. Manufacturer	5. Model No.	6. Serial No.
7. Condition	8. Acq. Cost	<input type="checkbox"/> If more than one item is loaned, check here and attach a listing			
10. Name - Address - Phone (U.S.C. Dept.)			11. Name - Address - Phone (BORROWER)		
Contact Person (PI):			Contact Person:		
12. Purpose of Loan and Location where property will be used:					
13. a. Reference/contractual documentation/shipping information when applicable. (please attach)				14. Loan Period: From: _____ To: _____	
b. Sponsor's or approvers name: _____					
c. Restrictions (If Any) on use: _____					

TERMS AND CONDITIONS OF LOAN

1. Borrower will:
 - a. Assume all costs involved in preparation, handling, loading, disconnecting, transportation, and shipping insurance from and to Lender,
 - b. Use the loan property only for the purposes specified in this loan agreement;
 - c. Maintain and calibrate equipment in accordance with manufacturing specifications;
 - d. Return the loaned item(s) in like condition as received from Lender, normal wear and tear excepted, and free of contamination, on or before the expiration date, unless the loan period is formally extended or the loan is terminated before the due date;
 - e. In case of loss or damage of the property loaned, report such loss and reimburse Lender at the current price of replacement or repair (including cost of loss of use),
2. The above property shall not be modified, loaned, or transferred to a third party without the written permission of the University of Southern California, Department of Equipment Management.
3. Borrower will verify in writing to the University Equipment Management custody, use and condition of equipment annually and permit periodic inspection of loaned property by Lender or its designee upon request.
4. Borrower will immediately report to the University Equipment Management any incidents of loss, damage or destruction of loaned equipment.
5. The University will pass on all FLOW DOWN responsibility to Borrower. Title to the property will rest with the University or its Sponsor in accordance with the prime agreement.

Agreed to and Accepted By (Please print or Type--except signature)

Approved: _____

Signature of Borrower's Authorized Representative	Name	Title	Date
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Approved: _____

Signature of Principal Investigator / Custodial Administrator	Name	Title	Date
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Approved: _____

Signature of University Property Administration Representative	Name	Title	Date
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