

Finance Division

Purpose of this Form: The purpose of this form is to document the agreement of sharing a capital asset when a similar capital asset is available for shared use.

CMU Asset Number: _____ Description: _____

Model Number: _____ Manufacturer: _____ Serial Number: _____

Present Location:
Department: _____ Building: _____ Floor: _____ Room Number: _____ Center Number: _____

To Be Used By:
Department: _____ Building: _____ Floor: _____ Room Number: _____ Center Number: _____

Condition (list defects, if any): _____
Routine Maintenance to be performed by Borrower: _____

Period of Shared Use:
Beginning: _____ Ending: _____ Schedule of Shared Use: _____

| | |
|---------------------------------------|--|
| Early Termination of Agreement | ONLY UNDER VERY SPECIAL CIRCUMSTANCES MAY THIS AGREEMENT BE TERMINATED PRIOR TO DATE INDICATED ABOVE. RESOLUTION OF ANY DISPUTE IN THIS REGARD WILL BE THE RESPONSIBILITY OF THE APPROPRIATE SUPERVISORS. |
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Modifications or additional agreements (attach additional pages if necessary):

Other Responsibilities and Authorizations

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|-----------|--|
| Lender: | Cost of normal wear and tear (unless indicated above); explanation of equipment upon return from borrower. |
| Borrower: | Theft. Loss or breakage. Notification of defects or mishaps. Examination of equipment before accepting responsibility for it. Cost of calibration, recalibration or other direct use costs. Cost of transportation to and from, if applicable. |

Lender Authorization

| | | |
|--|------------------------|------------|
| Lender _____ | Signature _____ | Date _____ |
| Business Manager or Property Officer _____ | Signature _____ | Date _____ |

Borrower Authorization

| | | |
|--|------------------------|------------|
| Borrower _____ | Signature _____ | Date _____ |
| Business Manager or Property Officer _____ | Signature _____ | Date _____ |

Finance Division Use Only

PAS Processed: _____ Date: _____

Submit this form to
Property Accounting Services at
PropertyAccounting@andrew.cmu.edu.