

Carnegie Mellon

Equipment Loan Statement of Understanding

I am taking possession of the following equipment belonging to the University:

_____ / _____	
Asset Number	Description
_____ / _____	
Model Number	Serial Number

which has a replacement cost of \$_____.

I will take reasonable and necessary steps to safeguard this equipment from damage and theft. I will communicate this equipment relocation to the Property Officer in my organization, which will ensure that the Property Accounting System is updated to reflect this movement.

If this equipment is damaged or stolen, I will report the relevant facts as soon as possible to my supervisor. I further understand that I have an obligation to pursue recovery for Carnegie Mellon from such a loss through my relevant insurance coverage, whether home owner's or tenant's.

I understand that I must return this equipment as instructed to University premises within twenty-four hours of being asked to do so by my supervisor or University administration.

I understand that I must immediately return this equipment as instructed to University premises in the event that my employment ends at Carnegie Mellon University, whether by voluntary quit or involuntary termination.

I agree and hereby give permission to Carnegie Mellon University to deduct from my pay any amount I owe to the University (up to the replacement cost noted above) due to my failure to return this equipment in working condition to the University as required.

_____ / _____	
Employee Signature	Printed Name
_____ / _____	
Date	Department

EQUIPMENT RETURNED:

_____ / _____	
Date	Received By

This Statement of Understanding should be retained by the employee's department.