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CALIFORNIA STATE UNIVERSITY, LOS ANGELES

## PROPERTY MANAGEMENT PROPERTY LOAN AGREEMENT

As a borrower of University property, I, \_\_\_\_\_  
agree to...

- 1 Be financially responsible, pursuant to Section 8643, of the State Administrative Manual (SAM), which says in part... "Lost, stolen, or destroyed property will be charged against responsible individuals whenever the agency determines that negligence or unauthorized use is involved."
- 2 Be personally responsible for equipment in my care at all times.
- 3 Return items on or before the return date.
- 4 Use equipment for official Statebusiness.

State Tag No.	Property Description	Date Loaned	Return Date

**THE UNIVERSITY ASSUMES NO RESPONSIBILITY FOR INJURIES INCURRED OR PROPERTY DAMAGED RESULTING FROM THE USE OF BORROWED EQUIPMENT.**

First Name		Last Name	
City		ZIP code	
Street		Student ID number	
Email Address		Phone number	

\_\_\_\_\_  
Signature indicates I have read and will comply with stipulations of this agreement. Date

Refer to Administrative  
Procedure, Property Control

\_\_\_\_\_  
Dept. Chair/Senior Administrator Approval Date