UNIVERSITY OF CALIFORNIA, IRVINE
EQUIPMENT ASSIGNMENT FOR UNIVERSITY PROPERTY LEAVING THE CAMPUS

Agreement No.

Date
Assigned By
Department
Department User
Equipment
Description
Fac/Staff
Telephone No.
UCI Property No.

Manufacturer
Of Equipment
Serial No.

Period of Use
Value $ to
during the period indicated.
The equipment will be located at

The equipment described above is assigned to the user for the purpose of instruction, demonstration, research, or general University support, directly associated with an authorized University activity. The user's department agrees to assume financial responsibility for loss or damage to the equipment while the assignment is in effect. By signing this agreement the Department Chair/Business Officer attests to his/her understanding of the above requirements.

The user further attests that the equipment will be used for the purposes described above and understands that he/she will be personally responsible for any loss or damage as a result of any intentional misuse or misappropriation of said equipment by user.

THE EQUIPMENT IS SUBJECT TO RETURN ON DEMAND

Signed
Department Chair/
Business Officer
Date

Signed
User
Date

Signed
Material Manager
Date

MATERIAL MANAGER

The equipment described on Agreement Number

has been returned to

Signed
Department Chair/
Business Officer

Instructions:
Complete form in triplicate.
Send all copies to Equipment Management
An approved copy will be returned to your department.
When equipment is returned - Remove lower portion - Send to Equipment Management

Retention: 3 years beyond expiration