



Equipment Loan - Student

ROUTING	PROP MSC 3001 nmsuproperty@nmsu.edu Phone 646-3139
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To Initiate or Renew a Loan of NMSU Property-BPM Section 4A.35. **Please attach a list if more than 3 items.**

SECTION 1: REQUESTOR INFORMATION

Student Name: _____ Aggie ID: _____

E-mail Address: _____ Mailing Address: _____

Physical Address: _____ City: _____ State: _____ Zip Code: _____

Work Phone Number: _____ Home Phone Number: _____ Date (mm/dd/yyyy): _____

SECTION 2: REQUEST DETAILS

To Initiate a Loan of NMSU Property To Renew a Loan of NMSU Property

Condition of Equipment: _____

NMSU Tag Number	Equipment Description	Price
1.		
2.		
3.		

Loan Dates: Start Date: _____ End Date: _____

Business Justification for Home/Off-Campus Use of Equipment: _____

SECTION 3: REQUESTOR APPROVAL

I certify that the equipment will be used for educational purposes relating to my courses at NMSU and in accordance with established University policies. I will secure the equipment to prevent theft and will utilize password security and virus protection to prevent unauthorized access or damage to University systems and data. I will return the equipment to the University within 3 days of any written request and no later than the end date specified above. I acknowledge that I am responsible for the timely reporting of lost, stolen, or damaged equipment (within three business days of the incident). I accept responsibility for returning the equipment in good condition, normal wear excepted. I acknowledge that if the equipment is lost, stolen or damaged through my carelessness or intentional actions, I am responsible for paying for the cost of replacing the equipment as reasonably determined by the University and the University will make a charge against my student account for that cost.

Student Printed Name: _____ Signature: _____ Date: _____

SECTION 4: OFFICIAL APPROVAL / Delegates permitted per BPM Section 2.05

Printed Name: _____ Signature: _____ Date: _____
Dean/VP/CC President/Dept Head/Student Services

RETURN OF EQUIPMENT

Condition of Equipment: _____

Property Custodian Printed Name: _____ Signature: _____ Date: _____

IT staff issuing device: _____ Signature: _____ Date: _____