Approval for Home/Off-Campus Use of University Equipment
for the Purpose of Conducting University Business
(To Establish or Renew a Loan of NMSU Property)

Employee Name _____ Job Title _____
Department _____

Equipment Description (Maximum of 3 items per form):_____
_____
_____

NMSU Tag Number(s):_____

Condition of Equipment: _____

Loan Dates: Start Date___/___/___ End Date ___/___/___ (If more than one year, see below.)

Location (Home or Other Address):
_____
Street Number/Name (Physical Address), City, State, Country, Zip Code

Work Phone: _____ Home Phone: _____

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

Certification: I certify that the equipment will be used for university business and in accordance with established University policies. The equipment will be secured to prevent theft and password security and virus protection will be used, if applicable, to prevent unauthorized access or damage to university systems and data. The equipment will be returned to the university at the end date specified above. I understand that my homeowner's insurance is primary coverage for theft or loss and State Risk Management is secondary coverage.

Employee Signature: _____ Date: _____

Supervisor (PI/Dept Head/etc.) Approval:

_____	_____	_____
Printed Name	Signature	Date

Please complete a new loan renewal form if the loan is to be extended. This form should be completely filled out and kept on file by the Property Custodian for the Department. *A copy of the form should be sent to the Property Office (MSC 3001).*

Return of Equipment:
Condition of Equipment: _____

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

For loans greater than one year – please complete during annual inventory: *My signature below indicates that I still have the NMSU property listed above in my possession.*

Employee Signature: _____Date: _____
Employee Signature: _____Date: _____