

Asset Loan Request Form

University of Wisconsin – Madison
Accounting Services – Property Control
Suite 5301, 21 North Park Street, Madison WI 53715-1218
property@bussvc.wisc.edu 608-265-7830

UDDS of department having custody of equipment: _____

Normal location of equipment: _____

Faculty member responsible for equipment: _____

Prospective borrower (institution/organization): _____

Address of prospective borrower: _____

Name of official at prospective borrower: _____

Proposed period of loan: from _____ to _____

Description of equipment to be loaned. Include decal numbers.

What benefit(s) would accrue to the University as the result of the loan if approved?

Do you give absolute assurance that, to the best of your knowledge and belief, the equipment is idle and is currently not needed in any department of the University?

YES NO

Would there be any cost to the University for delivery or return of the equipment?

YES NO If YES, what is the cost estimate? _____

Has the prospective borrower indicated a willingness to sign a loan agreement that would give assurance that the equipment would be safeguarded, maintained and replaced if lost or damaged; that it may be recalled on short notice if a need arises at the University; and that the Board of Regents of the University of Wisconsin System and its employees or agents will be held harmless from any liability including claims, demands, losses, costs, damages and expenses of any kind or description growing out of or in any way connected with the loan agreement?

YES NO

Department Chair Name Signature Date

Dean/Director Name Signature Date

Property Control Use Only

Loan No. Assigned: _____ Approved by: _____
UW-Madison Property Officer

Please return signed form:

Email:
property@bussvc.wisc.edu

Inter-Department Mail:
Attn: Property Control
Suite 5301, 21 North Park Street
Madison, WI 53715-1218