

**FDP-410 Loan of Texas A&M University Property**

Texas A&M University Property Management

Mail Stop 6000 - [Property@tamu.edu](mailto:Property@tamu.edu)

(Revised 9/01)

This completed and signed form documents the loan of the following property:

Inventory Number	Description (Please include serial number, where applicable)

This is a (check one):

Short-term loan (less than 30 days) To be returned on or before: \_\_\_\_\_

Long-term loan (greater than 30 days) To be returned on or before: \_\_\_\_\_

I, \_\_\_\_\_, understand that I am responsible for the property listed above while it is on loan to me. I will exercise reasonable care of this equipment and safeguard it against theft, damage and misuse. I will use this equipment only for activities benefiting Texas A&M University. I will return the property by the date listed above or upon separation from the University.

X \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Approval of Loan:

\_\_\_\_\_  
Department Head/Director/ Departmental  
Property Contact Printed Name

\_\_\_\_\_  
Department Head/Director/ Departmental  
Property Contact Signature

\_\_\_\_\_  
Date

***Do not submit to Property Management. Please retain for your departmental inventory records.***