



CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

## Asset Management

(310) 243-2376

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Receiving Warehouse

### Property Loan Form (Non-Cap Sensitive Equipment Only)

#### User/Asset Information

Name (Print): \_\_\_\_\_

Location: \_\_\_\_\_

Department: \_\_\_\_\_

Asset Tag Number: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Description: \_\_\_\_\_

Acquisition Details: \_\_\_\_\_

#### Off Campus Use:

Yes

No

#### User Loan Agreement

I acknowledge the receipt of the aforementioned equipment and understand that it is considered University/State property and shall only be used to conduct University/State business. I understand that I and my Department/College have an obligation to safeguard University/State property in order to prevent theft, loss, damage, and misuse. I understand I may be held financially responsible for theft, loss or damage due to negligence on my part.

I further understand that I am liable for the aforementioned equipment until it is returned to the Property Office and verified by the Property Officer.

Signature

Date

(Property Office use only)  
**Equipment Returned**

Property Officer: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_