

Instructions for Employee Equipment Loan Agreement

1. Enter employee borrower's name.
2. Enter list of all items borrowed from JMU.
3. Enter borrower's phone number including area code.
4. Enter description of all items borrowed.
5. Enter borrower's complete mailing and physical street address.
6. Enter borrower's email address.
7. Enter date borrowed.
8. Enter employee borrower's employee HR ID# (found on JAC Card).
9. Enter date items are due back to JMU department.
10. Enter JMU lending department name.
11. Enter lending purpose.
12. Enter JMU lending department name.
13. Enter list of items loaned.
14. Enter JMU lending department name.
15. Enter JMU lending department name.
16. Enter JMU lending department name.
17. Enter list of items loaned.
18. Enter employee borrower's name. (Borrower signs below their printed name at the bottom of the agreement.) Enter date signed.
19. Enter JMU lending department name. (Department representative signs on behalf of the department.) Enter date signed.

Lending department maintains completed original until borrower has returned items loaned in satisfactory condition and/or reimbursed department for replacement costs if equipment is lost, damaged, destroyed or stolen.

Lending department provides one copy of the agreement to the borrower at the time agreement is completed and signed.

Lending department references JMU Financial Procedures Manual Section 4115 located at: <http://www.jmu.edu/financemanual/procedures/4115.shtml#4115-Receiveables> for detailed information regarding University Accounts Receivable procedures and related departmental responsibilities including invoicing and collections.