

Employee Equipment Loan Agreement

Name: [1]

Item(s) Borrowed: [2]

Phone Number: [3]

Description(s): [4]

Address: [5]

Email Address: [6]

Date Borrowed: [7]

Employee ID: [8]

Return Due Date: [9]

The [10] Department at James Madison University is lending equipment for the purpose of [11]. In order to maintain the integrity of the department and comply with the copyright law, the following applies to employees who receive equipment from [12], including [13] and any other equipment loaned by [14].

By signing this form, I agree to keep all [15] equipment loans in good condition. I agree to return item(s) promptly to [16] by the return due date listed above. If I resign/retire or am otherwise no longer an employee at JMU before the due date, the item(s) will be due at that time.

I am responsible for replacement costs if equipment is lost, damaged, destroyed or stolen. If I fail to return [17] materials in good condition by the return due date, the cost of repair or replacement will be due and payable by check payable to James Madison University. Failure to pay will result in deduction from my employee pay per University Policy 4502. Any remaining uncollected balance will result in collection procedures including referral to an outside collection agency or referral to the Office of the Attorney General, Division of Debt Collection pursuant to the Virginia Debt Collection Act, Va. Code §2.2-4800 et seq. I am responsible for all collection fees incurred in collecting my employee account, which may include interest, late fees, and reasonable attorney's fees.

By my signature I acknowledge that I have received a copy of this agreement and all above listed items. I have read or heard this contract read aloud, and understand the conditions of the agreement. My signature is my commitment to adhere to these responsibilities and terms.

Printed Name: [18]

Signature: _____

Date: _____

[19] Representative: _____

Date: _____