

Equipment Loan Form for Employees

This form tracks equipment/items that are in the temporary custody of a UCAR employee. No equipment shall be taken to NON-UCAR premises (not a UCAR corporation or project field site) unless the employee has completed an Equipment Loan Form for Employees.

All equipment in the employee's off-premises custody should be listed below. Additional equipment loans require an updated Equipment Loan Form. Provide all information requested, including date and initials of Employee and Authorizing individual in the "Loaned" column. Date and initial again in the "Returned" column when equipment is returned.

All equipment loans are for the benefit of the organization and the convenience of the employee. In the event of termination of employment, the employee must return all loaned equipment prior to receiving his or her final paycheck.

THE FOLLOWING GUIDELINES APPLY TO EQUIPMENT ON LOAN TO AN EMPLOYEE:

- The equipment is to be used for UCAR/NCAR/UOP work-related activities.
- Repair or maintenance should be done under the direction of your Division Property Administrator (DPA).
- The employee is responsible for safeguarding the equipment while it is in his or her possession.
- If the equipment is stolen, immediately notify your DPA and Steve Sadler.
- The equipment should be returned to the custody of your DPA once the purpose for its loan has been completed or should the employee terminate employment with UCAR.

Tag Number	Manufacturer	Model	Item Description	Serial Number	System Name	Loaned			Returned			Last Update	Copy sent
						Date	Empl	Auth	Date	Empl	Auth		

Division _____ **Employee** (print name) _____ **Empl ID#** _____ **Signature:** _____ **Date:** _____

Authorized by (print name) _____ **Signature:** _____ **Date:** _____

Complete upon return of all loaned equipment: I, _____ (print DPA name) acknowledge receipt and inspection of the equipment listed above.

Signed: _____ Date: _____