1. Fill out form and make 2 copies.

2. Send to the Employee that is loaning equipment to the University and ask the Employee to sign and return both copies to your Department.

3. Obtain the signature of your Department Head where indicated on page 2 of the Agreement.

4. Send both copies to the Contracting Office for signature.

5. After the both copies of the Agreement have been signed for the University, one copy will be returned to you to return to the Employee. The Contracting Office will keep the other copy of the signed Agreement.

6. The Contracting Office will send a copy of the Agreement to the Risk Management Department at the University.

7. If you have any questions, please call (520) 626-3919.
AGREEMENT FOR THE LOAN OF EMPLOYEE-OWNED EQUIPMENT
TO THE UNIVERSITY OF ARIZONA

This Loan Agreement is entered into between the Arizona Board of Regents on behalf of The University of Arizona (hereinafter University) and ________________________________

(name and address)

(hereinafter Employee.)

Whereas Employee owns Equipment as listed on Exhibit A, attached to and incorporated into this Agreement, and desires to loan Equipment to the following University Department:

to be used solely in the performance of Employee's duties.

Therefore, Equipment listed on Exhibit A is hereby loaned to University at no cost with the following conditions:

1. Equipment shall remain the property of Employee.
2. Equipment shall be in the control of University.
3. While Equipment is on loan to University, including the period of time Equipment is in transit to and from University (except when transported by Employee,) University shall exercise reasonable care to assure the security of Equipment and shall be responsible for loss of or damage to Equipment. University's insurance coverage for loss of or damage to Equipment shall be considered secondary to any insurance coverage available to Employee. It is understood that the University's liability shall not exceed the coverage which it is provided through its participation in the Arizona State Risk Management Program.
4. This Agreement shall commence on ________________, 200__ and shall terminate upon removal of Equipment by Employee or upon written termination of this Agreement by University or Employee. Upon termination of this Agreement, Employee shall remove Equipment from University at no cost to University.
5. The parties agree that any dispute arising under this agreement involving the sum of $50,000 or less in money damages only shall be resolved by arbitration pursuant to the Arizona Uniform
Arbitration Act. The decision of the arbitrator(s) shall be final.

6. This Agreement is subject to the provisions of Arizona Revised Statute § 38-511 regarding Conflict of Interest.

8. The parties shall comply with all applicable state and federal statutes and regulations governing Equal Opportunity, Non-Discrimination, and Immigration.

ARIZONA BOARD OF REGENTS ON BEHALF OF THE UNIVERSITY OF ARIZONA

______________________________

(Employee Signature)

Date: __________________________

University Department which will receive Equipment:

Name of Department: __________________________

Approval by Dept. Head: __________________________

(Signature)

(Date) __________________________

(Typed Name)
EXHIBIT A
LIST OF EQUIPMENT

<table>
<thead>
<tr>
<th>Make</th>
<th>Model</th>
<th>Serial #</th>
<th>Estimated Current Value</th>
</tr>
</thead>
</table>

Location of Equipment while at University: