

INSTRUCTIONS
Loan of Equipment – Employee Owned
Form 101B

1. Fill out form.
2. Send the completed form to the Employee that is loaning equipment to the University and ask the Employee to sign and return a signed agreement to your Department.
*Request the employee provide his/her "legal name" on the form and also, the Employee must provide the "Actual Cash Value" of the loaned equipment, **not the replacement cost.***
3. Obtain the signature of your Department Head where indicated on page 2 of the Agreement.
4. Send the signed agreement and insurance to Contracting for approval and signature via email contracting@fso.arizona.edu or fax at 520-621-9847.
5. After the Agreement has been signed for the University, Contracting will email your department a fully executed agreement and request that you return a copy of the agreement to the Employee.
6. A copy of the fully executed agreement will be sent to Risk Management for their records.
6. If you have any questions, please call 520-621-9772

FORM #101B
1/15/2004
Revised: 11/29/2018

**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

(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 _____, 20__ 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 to arbitrate disputes filed in Arizona Superior Court that are subject to mandatory arbitration pursuant to ARS § 12-133
6. This Agreement is subject to the provisions of Arizona Revised Statute § 38-511 regarding Conflict of

Interest.

7. 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 (Print Name):

(Employee Signature)

Date: _____

Date: _____

University Department which will receive Equipment:

Name of Department: _____

Approval by Dept. Head: _____

(Signature)

(Date)

(Typed Name)

EXHIBIT A
LIST OF EQUIPMENT

Make	Model	Serial #	Estimated Current Value

Location of Equipment while at University:
