

INSTRUCTIONS
Loan of Equipment
Form 101

1. Fill out form.
2. Send to the completed form to the Company that is loaning equipment to the University and ask them to sign and return a signed agreement to your Department.
3. Obtain the signature of your Department Head where indicated on page 3 of the Agreement.
4. Send the signed agreement 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 Company.
6. If you have any questions, please call 520-621-9772.

**AGREEMENT FOR THE LOAN OF 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 Company).

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

for the following purpose(s):

Whereas University desires to use Equipment for the purpose(s) stated above.

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 Company.
2. While Equipment is on loan to University, including the period of time Equipment is in transit to and from University (except when transported by Company), 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 Company. 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.
3. This Agreement shall remain in effect for the anticipated loan period _____, 20__ through _____, 20__. Any extension of this Agreement must be

acknowledged in writing by both parties. Either party may cancel this Agreement by giving the other party ten (10) days written notice.

4. Company reserves the right to recall Equipment at any time with ten (10) days written notice to University. Upon recall, Company shall remove Equipment from University at no cost to University.
5. The parties agree that University has no obligation to Company to lease, acquire or purchase Equipment.
6. The parties shall comply with all applicable state and federal statutes and regulations governing Equal Employment Opportunity, Nondiscrimination, and immigration.
7. The parties agree to arbitrate disputes filed in Arizona Superior Court that are subject to mandatory arbitration pursuant to ARS § 12-133.
8. This Agreement is subject to the provisions of Arizona Revised Statute § 38-511 regarding Conflict of Interest.

ARIZONA BOARD OF REGENTS ON BEHALF
OF THE UNIVERSITY OF ARIZONA

COMPANY:

Date: _____

By: _____

Print Name: _____

Title: _____

Date: _____

Approval by Dept. Head:

Signature

Print Name: _____

Title: _____

Date: _____

EXHIBIT A

LIST OF EQUIPMENT

Make	Model	Serial #	Estimated Current Value

Location of Equipment while at University:
