

**RICE UNIVERSITY
PROPERTY LOAN AGREEMENT**

(Date)

Borrower Information

Name: _____

Department: _____ Mail Stop: _____

Phone Number: _____ E-mail address: _____

Property Information

Item: _____

Estimate of cost to replace: \$ _____

Loan Date: From _____ to _____

Condition of property at checkout: _____

I and/or my department wish to borrow the above-described property in connection with Rice University business. I hereby acknowledge that I and/or my department may be held liable for any damage to the above-described property while in our custody. Should the above-described property become damaged, lost, or stolen while in our custody, we agree to pay for the necessary repairs or replace the item. I authorize the Welcome Center to charge the replacement cost of the item to the department's fund/org/account code listed below. I also acknowledge that I am responsible for immediately reporting any damages or losses to the contact person listed below.

I further acknowledge that the above-described item is Rice University property, and it will not be used for personal business.

Employee Signature

Departmental Chair/Head Signature

Fund/Org/Account Code

Contact information to report damage or loss of property:

Jennifer Adair
Welcome Center, MS-701
PH: 713-348-6124
FX: 713-348-6127
adair@rice.edu