



EQUIPMENT ON LOAN OR DEMONSTRATION FORM

This form is to be filled out for controlled or capitalized equipment on loan to Texas A&M University-Corpus Christi.

Date: _____

Department: _____

Requesting Person: _____ Phone Number: _____

Description of Equipment (include serial number, make, model, and brief description of equipment):

Please attach photo if possible.

Condition of equipment: New Used

Export Control Information: _____

Location (Building/Room No.): _____

Value: _____

Vendor Information

Vendor Name: _____

Point of Contact: _____

Address: _____

Phone Number: _____

Shipping Information

Carrier: _____

Special Instructions: _____

Shipping paid by: _____

Equipment to be on campus from _____ to _____.

I understand that the above listed equipment is on loan to the University for testing, demonstration and/or evaluation purposes only. I understand that any equipment purchased and supplied to the University as a result of this loan, demonstration, testing, and/or evaluation, shall be in accordance with standard competitive purchasing procedures.

Authorized Signature: _____ Date: _____
(Account responsible person)

Please return completed form to the Property Management Office – inventory@tamucc.edu.