



**PROPERTY OFFICE**  
**INTER-DEPARTMENT PROPERTY LOAN**

**THIS COMPLETED AND SIGNED FORM DOCUMENTS THE LOAN OF THE FOLLOWING PROPERTY:**

Inventory Tag Number 15-XXXXXXXXXX	Property Description (Please include serial number where applicable)

**THIS IS A (check only one box)**

**Short-term loan** (less than 30 days)      To be returned on or before: \_\_\_\_\_

**Long-term loan** (greater than 30 days)      To be returned on or before: \_\_\_\_\_

**RECEIVING DEPARTMENT**

I, \_\_\_\_\_, understand that I am responsible for the property listed above while it is on loan to me. I will exercise reasonable care of this equipment and safeguard it against theft, damage and misuse. I will use this equipment only for activities benefiting Texas A&M University-Corpus Christi. I will return the property by the date listed above or upon separation from the University.

\_\_\_\_\_  
 Receiving Dept. Accountable Property Officer      Date

**LENDING DEPARTMENT**

\_\_\_\_\_  
 Lending Dept. Accountable Property Officer      Date

**Upon completion, scan and forward a copy of this form to the Property Office  
 inventory@tamucc.edu.**