

**RECORD OF EQUIPMENT ON LOAN**

STATE OF CONNECTICUT  
OFFICE OF THE STATE COMPTROLLER

CO - 1079 REV 6/2010

DATE \_\_\_\_\_ REPORT NO. \_\_\_\_\_

\_\_\_\_\_ IS AUTHORIZED TO REMOVE FROM ROOM \_\_\_\_\_

NAME

AT \_\_\_\_\_

ADDRESS, CITY

**THE FOLLOWING EQUIPMENT:**

<u>TAG NO.</u>	<u>SERIAL NO.</u>	<u>DESCRIPTION</u>	<u>CONDITION</u>	<u>COST OF ASSET</u>
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THE EQUIPMENT WILL BE USED FOR \_\_\_\_\_  
PROJECT

WHICH IS RELATIVE TO WORK BEING DONE IN THE \_\_\_\_\_  
SPECIFIC UNIT

AT THE \_\_\_\_\_  
AGENCY NAME

THE EQUIPMENT WILL BE LOCATED AT \_\_\_\_\_  
GIVE COMPLETE ADDRESS

UNTIL \_\_\_\_\_ AT WHICH TIME IT WILL BE RETURNED TO THE AGENCY.  
DATE OF RETURN

THE ABOVE NAMED INDIVIDUAL WILL BE RESPONSIBLE FOR LOSS DUE TO THEFT OR OTHER CAUSE AND ANY DAMAGE AND WILL PROVIDE DUE CARE AND SECURITY FOR THE ABOVE DESCRIBED EQUIPMENT UNTIL THE EQUIPMENT IS RETURNED TO THE AGENCY. IN THE EVENT OF A THEFT, A COPY OF A POLICE REPORT MUST ACCOMPANY THE NOTIFICATION TO INVENTORY CONTROL TO REMOVE AN ITEM FROM THE ASSET LISTING. THE RECIPIENT WILL BEAR RESPONSIBILITY FOR THE RETURN OF EQUIPMENT IN THE SAME CONDITION AS AT THE TIME OF RELEASE.

APPROVED DIRECTOR OR DEPARTMENT HEAD SIGNATURE	PRINTED NAME
RECIPIENT SIGNATURE	PRINTED NAME

COMPLETE AND PROVIDE A COPY TO THE PROPERTY CONTROL MANAGER. RETAIN A COPY AND COMPLETE THE LOWER PORTION UPON RETURN OF THE EQUIPMENT.

DATE \_\_\_\_\_ THE ABOVE EQUIPMENT HAS BEEN RETURNED TO \_\_\_\_\_  
IN THE SAME CONDITION AS, IT WAS ACCEPTED

BUILDING NO. AND ROOM

AT THE TIME OF THE LOAN, WHERE REASONABLE EXPECTED.

PLEASE NOTE ANY EXCEPTIONS:

DIRECTOR OR DEPARTMENT HEAD SIGNATURE	RECIPIENT SIGNATURE
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PROVIDE COPY TO PROPERTY CONTROL MANAGER