

# CSU Monterey Bay Property Department

## PROPERTY LOAN AGREEMENT

### Non-CSUMB Organizations

California State University, Monterey Bay hereinafter referred to as CSUMB, agrees to loan to:

Name \_\_\_\_\_

Address \_\_\_\_\_

City / State / Zip \_\_\_\_\_

Phone \_\_\_\_\_

hereinafter referred to as LENDÉE

for a period from \_\_\_\_\_ to \_\_\_\_\_

the property described below which is to be used for the purpose(s) of \_\_\_\_\_

\_\_\_\_\_

WHILE IN THE POSSESSION OF THE LENDÉE, LENDÉE is responsible for returning the property to CSUMB and agrees to assume the risk of loss or damage from any cause whatsoever. If the property is lost, LENDÉE agrees to pay the agreed value stated below. If the property is damaged, LENDÉE agrees to pay the cost of repair, said amount not to exceed the agreed value stated below. In case of damage, CSUMB may require replacement rather than repair.

### PROPERTY IDENTIFICATION

(to be completed by lending department)

| Property Number | Description of Item | Serial Number | Location: Room / Bldg | Agreed Value |
|-----------------|---------------------|---------------|-----------------------|--------------|
|                 |                     |               |                       |              |
|                 |                     |               |                       |              |
|                 |                     |               |                       |              |
|                 |                     |               |                       |              |

### APPROVAL SIGNATURES

Lendee \_\_\_\_\_ Lender \_\_\_\_\_

Date: \_\_\_\_\_

### RETURN VERIFICATION

Date Returned: \_\_\_\_\_ New Location \_\_\_\_\_

Property received by: \_\_\_\_\_