

LDH REQUEST TO LOAN ASSET/MOVEABLE PROPERTY TEMPORARILY

INTERNAL LOAN _____ EXTERNAL LOAN _____

- OVER \$1000
- OVER \$5000
- UNDER \$1000

SENDING AGENCY/FACILITY INFORMATION:

Property Location Liaison/Coordinator/Manager Name and Personnel #: _____

Building Slab/Functional Location Name/ID #: _____ Plant Maint. #: _____

If a computer is loaned EXTERNALLY, computers must be "REIMAGED"(copy of OTS ticket must accompany this form) MUST INDICATE A DATE NOT TO EXCEED 6 MONTHS

STATE/AGENCY NOTIFICATION #/ LEGACY #	Serial #	DESCRIPTION	Loan Beginning Date	Loan Ending Date	DATE LOAN RETURNED TO AGENCY/SECTION	Signature/Date of Sending Property Liaison/Coordinator/Manager Validates When Item Is Returned

Signature/Date of **SENDING** Property Liaison/Coordinator/Manager: _____

Signature/Date of **SENDING** Agency/Facility Section Chief/Director Approval (**INTERNAL**): _____

Signature/Date of **SENDING** Agency/Facility Section Chief/Director Approval (**EXTERNAL**): _____

RECEIVING AGENCY/FACILITY INFORMATION:

Property Location Liaison/Coordinator/Manager Name and Personnel #: _____

Agency/Facility Section Name: _____ Plant Maint. #: _____

Building Slab/Functional Location Name/ID #: _____

As the designated Agency/Facility Representative, I certify that the above listed asset/moveable property is our agencies/facilities responsibility and shall be used for business use only.

Signature of **RECEIVING** Property Liaison/Coordinator/Manager for Agency _____

_____ Date

OFFICE USE ONLY –	
_____ Signature of Agency/Facility Property Coordinator Validates Request Processed (IF APPLICABLE)	_____ Signature of Agency/Facility Property Manager Validates Loan
_____ Date	_____ Date
_____ Date PC/PM Received Request:	_____ Signature of PC/PM Supervisor Validates Request DISCLAIMER: Supervisors signature will be required, if agencies/facilities do not have adequate staff to cover each level. Date PC/PM Validates Item Returned:

Internal/External: Property Manager/Location Shall Keep on File for Annual Asset Certification and Auditing Purposes for 5 years.