

**TEXAS TECH UNIVERSITY**  
**Temporary Use of Property Authorization Form**  
**Texas Tech University Property Management**  
[property.management@ttu.edu](mailto:property.management@ttu.edu)

This completed and signed form documents the loan of the following property:

Inventory Number	Description (Please include Manufacturer, Model number and serial number where applicable)

This is a (check one):

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

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

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 benefitting Texas Tech University. I will return the property by the date listed above or upon separation from the University.

X \_\_\_\_\_  
Signature

Date \_\_\_\_\_

Approval of Loan:

\_\_\_\_\_  
Printed Name - Department Head/Director/  
Departmental Property Custodian

Date \_\_\_\_\_

\_\_\_\_\_  
*Signature Name - Department Head/Director/  
Departmental Property Custodian*

**SUBMIT THIS FORM TO PROPERTY.MANAGEMENT@TTU.EDU FOR EQUIPMENT LOANED OUT OF STATE OR COUNTRY, OTHERWISE PLEASE RETAIN FOR YOUR DEPARMENTAL INVENTORY RECORDS.**

**TO BE COMPLETED WHEN PROPERTY IS RETURNED ( NOT TO EXCEED ONE YEAR):**

Date Returned: \_\_\_\_\_ Building Name: \_\_\_\_\_ Room #: \_\_\_\_\_

Verified by: \_\_\_\_\_

Immediate Supervisor's Approval: \_\_\_\_\_

Property Custodian \_\_\_\_\_