**THE UNIVERSITY OF HONG KONG**

**DEPARTMENT OF MECHANICAL ENGINEERING**

**EQUIPMENT LOAN FORM\* (for equipment to be stationed outside the Department)**

A. Equipment’s Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Description of the Equipment Item (Make/Model no./Serial no. etc)# | |  | | | |
| HKU Inventory No. |  | | Dept Inventory No. | |  |
| Technician-in-charge: |  | | Staff-in-charge: | |  |
| Loan Period (max. ONE year but renewable) | From (yyyy/mm/dd): | | | To (yyyy/mm/dd)\*: | |

# Per the request of the FEO, photos showing the overview of the equipment, its HKU Inventory No. and Serial No. for physical identification of the equipment item must be attached to this form and countersigned by the borrower.

B. Borrower’s Information and Reason(s) for the Loan

|  |  |  |  |
| --- | --- | --- | --- |
| Name (Prof./Dr. ) |  | HKU Staff No.  (if applicable) |  |
| Affiliation Details  (Dept. /Institute) |  | Email  Contact Tel. No |  |
| Reason(s) for  the Loan (not less than 15 words) |  | | |

1. I confirm that the information given above is correct.
2. I confirm that the borrowed item is in good condition.
3. I undertake to return/renew the borrowed item by the due date and to be responsible for any loss and damage.

Date Signature of

(dd/mm/yyyy): the **borrower**:

C. Approval

Signature of the **staff-in-**

Date **charge** of the equipment

(dd/mm/yyyy): item’s home laboratory :

Date Signature of

(dd/mm/yyyy): the **HoD**:

D. Return

The above loaned item has been returned in good/damaged condition.

Date Signature of the

(dd/mm/yyyy): technician-in-charge:

Remark (if any):

\* The technician-in-charge is responsible to contact the borrower for renewal/returning by the due date. The original copy of this form should be sent to Engineering Manager for filing.