

**EQUIPMENT ON LOAN OR DEMONSTRATION**

DATE: \_\_\_\_\_

DEPT: \_\_\_\_\_

ACCT NO: \_\_\_\_\_

DESCRIPTION OF EQUIPMENT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VALUE: \$ \_\_\_\_\_

EQUIPMENT TO BE ON CAMPUS FROM \_\_\_\_\_ TO \_\_\_\_\_  
DATE DATE

It is understood between the Vendor and the University that the above listed equipment is on loan to the University for demonstration purposes only. While the equipment is in the possession of the University, it is covered by University insurance, for damage and destruction, in the same manner as if such equipment were owned by the University.

it is further understood that all costs of moving, handling, transportation and installation are the responsibility of the Vendor unless other arrangements are approved, in writing, by the Director of Purchasing.

it is also understood that the acceptance of this equipment, by the University, for demonstration purposes, does not commit the University to purchase this equipment from the Vendor furnishing demonstration equipment and that standard University purchasing procedures will be used if a purchase is approved.

it is also understood that any equipment purchased and supplied to the University, as a result of this demonstration, will be new and unused equipment unless the Purchasing Department and the user agree to accept the loaned equipment at a negotiated price.

\_\_\_\_\_  
UNIVERSITY ACCOUNT REPRESENTATIVE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
VENDOR

\_\_\_\_\_  
VENDOR ADDRESS

BY \_\_\_\_\_  
VENDOR REPRESENTATIVE

\_\_\_\_\_  
DATE