

**UNIVERSITY OF OKLAHOMA
NORMAN, OKLAHOMA 73019**

TEMPORARY EQUIPMENT USE AGREEMENT

University of Oklahoma faculty and staff may have occasion to use University-owned equipment off-site. All such use must be for University business or projects and be approved by the appropriate department head and/or administrator.

This form is required for **all Level III agreements**, but can also be used, if convenient, for Level I and Level II type uses. Please check the appropriate box:

☐

Level I - Equipment Under \$5,000 - for less than 30 days:
Department/Account Sponsor approval only

☐

Level II - Equipment Under \$5,000 - more than 30 days:
Equipment \$5,000 – \$25,000 - for less than 30 days:
requires Department/Account Sponsor and Dean approval

☐

Level III - Equipment Over \$5,000 - for more than 30 days:
Requires Department/Account Sponsor, Dean, Vice President
Associate Provost, and Purchasing Department approval

These guidelines are not intended to replace departmental requirements. Account Sponsors have a responsibility to "check-out" equipment even for the evening or for use by other departments. Be sure that someone other than the "user" is aware that equipment is leaving the department.

**NAME AND ADDRESS OF INDIVIDUAL
RESPONSIBLE FOR EQUIPMENT**

TEMPORARY LOCATION(S) (IF DIFFERENT)

EFFECTIVE DATE

RETURN DATE

DESCRIPTION AND COST OF EQUIPMENT TO BE USED

Value \$

O.U. #

PURPOSE OF USE

TERMS OF AGREEMENT:

1. User will be responsible for return of the equipment to the University of Oklahoma Department of _____ no later than _____ or within _____ of receipt of written notice from the University of Oklahoma, whichever is earlier.
2. User will be responsible for the return of the equipment in like condition as received from O.U.
3. In case of loss or damage beyond repair the University will be reimbursed at fair market value of the equipment at the time of loss or damage beyond repair.
 - a) If equipment is lost or damaged indicate if the department will assume full or partial liability, or will the individual insure for replacement._____
4. Equipment will not be loaned or transferred to a third party without written consent of the University.
5. User will not modify the equipment in any way without written approval of the University.
6. User will make the equipment available for inspection at any time as requested by the University.
7. The University will not be held responsible for any personal injury or property damage incurred to or occasioned by the User through the use of this equipment.
8. User will assume all transportation costs involved to and from the University.
9. User will provide the University with a list of the equipment and its condition as of January 31 of each year. Failure to provide this list will result in the immediate return of the equipment.
10. This agreement shall be construed in accordance with the laws of the State of Oklahoma.

ENDORSEMENT:

_____ User	_____ Date
_____ Department	_____ Date
_____ Dean	_____ Date
_____ Vice Provost / Vice President	_____ Date
_____ Grants / Contracts	_____ Date
_____ Purchasing	_____ Date

cc: Internal Auditing - Level III
Inventory & Relocation Services - Level II and Level III