

**Dartmouth College Off-Campus Equipment Form**  
Fixed Assets, 7 Lebanon St., Ste. 313, Hanover, NH 03755

This form must be completed whenever Dartmouth College fixed assets (purchase price greater than \$5,000) will be physically located off-campus. This form should be sent to [Fixed.Assets@Dartmouth.EDU](mailto:Fixed.Assets@Dartmouth.EDU) before a fixed asset is removed from campus, and a copy of the submitted form must be kept by the equipment custodian for the applicable Dartmouth College department.

**Equipment Information**

<b><u>Description of equipment:</u></b>	
<b>Make:</b> _____	<b>Model:</b> _____
<b>Serial #:</b> _____	<b>Dartmouth Tag Number:</b> _____
<b>Grant #:</b> _____	<b>Federally funded?</b> YES or NO (please circle one)
<b>Dartmouth PI:</b> _____	Purchased value of Equipment: \$ _____
<b><u>Purpose for which equipment will be off-campus:</u></b>	

**Section A.**

***Please complete this section if the fixed asset will be loaned to another institution (the "Receiving Institution"). Signature by an authorized representative of the Receiving Institution is required.***

<p>The above-referenced equipment will be/has been loaned to <i>(insert name of Receiving Institution)</i> _____ . It will be located at <i>(insert building name/address)</i> _____ beginning on <i>(insert loan start date)</i> _____, and will be returned to Dartmouth College by <i>(insert loan end date)</i> _____.</p> <p><b><u>Required Signatures:</u></b></p> <p><i>Receiving Institution understands that the equipment described above is the property of, and on loan from, Dartmouth College. Receiving Institution agrees to return the equipment to Dartmouth in accordance with the terms specified above and in substantially the same condition as it was in at the start of the loan period (normal wear and tear excepted). Receiving Institution will obtain and maintain, at its expense, all risk property insurance against damage to the Equipment; and obtain and maintain, at its expense, general liability insurance of at least \$1,000,000 per occurrence against claims for bodily injury and/or property damage arising out of its use of the Equipment. Receiving Institution will report any loss or damage to the equipment to Dartmouth immediately upon occurrence. Receiving Institution will notify Dartmouth, and Dartmouth's approval is required, before any service, repair, or modification of the equipment is undertaken. Dartmouth reserves the right to require immediate return of the equipment at any time, and accepts no liability for injury or loss arising from the negligence or willful misconduct of Receiving Institution, its representatives, or any other individual related to the operation of the equipment on Receiving Institution's premises. Receiving Institution will indemnify and defend Dartmouth and its directors, trustees, officers, employees and agents from and against any damages, losses, liabilities, penalties and expenses, including without limitation attorneys' fees, resulting or arising from any third party claim related to the operation of the equipment while on Receiving Institution's premises.</i></p> <p>Signature of Receiving Institution Representative: _____</p> <p>Name: _____ Title: _____ Date _____</p> <p><i>I acknowledge and take responsibility for the loan of the above-referenced equipment to Receiving Institution and will notify <a href="mailto:Fixed.Assets@Dartmouth.EDU">Fixed.Assets@Dartmouth.EDU</a> if I am aware of any change in its condition or location. I further attest that I am authorized to sign on behalf of the Receiving Institution.</i></p>
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**OR**  
**Section B.**

***Please complete this section if the fixed asset will remain in the possession of Dartmouth PI/Employee while off-campus.***

The above-referenced equipment will be in my possession at an off-campus location. It will be located at  
(insert institution name/address) \_\_\_\_\_ for the  
following time period: (insert dates) \_\_\_\_\_ through \_\_\_\_\_.

Check here if this location is outside of the United States.

**Required Signature:**

*I hereby certify that the above listed equipment will remain in my personal possession for the duration of the above-referenced period, and will be returned to Dartmouth in substantially the same condition as it was in at the start of the off-campus period (normal wear and tear excepted). In the event that I will no longer be responsible for this equipment or if I am no longer employed by Dartmouth College, I agree to make arrangements for the return of the equipment to Dartmouth immediately. I will notify*

**Section C.**

***To be completed up on return of the equipment to Dartmouth College.***

The above-referenced equipment has been returned to Dartmouth's campus as of (insert return date) \_\_\_\_\_  
and is now located at (insert building name/room number) \_\_\_\_\_.

Dartmouth PI/Employee \_\_\_\_\_ Date \_\_\_\_\_

Verified by Fixed Assets on (insert date) \_\_\_\_\_.