

Date:

Keith Petit  
Property Administration Manager  
UConn Health Office of Logistics Management  
263 Farmington Avenue  
Farmington, CT 06030-2012

RE: Employee Equipment Loan During CoVID-19 Response

The items listed below have been loaned to the signatory at the bottom of this form for the duration of the CoVID-19 response period. These items are to be returned to UConn Health at the end of the respons period as established by Dr. Andrew Agwunobi. All items are to be returned regardless of condition. Items which are lost or stolen during the loan period must be immediately reported to your unit supervisor as well as the UConn Police stationed at UConn Health and the Director of Logistics Management. Once returned the unit supervisor will sign off and this fully completed form will be sent to the property administration manager for file. Copies should be held by both signatories and the unit for 3 years or until audited, in accordance with state policies on document retention.

Asset Tag (NOTAG if none)	Item Description	Model Number	Serial Number

Date of Loan: \_\_\_\_\_

\_\_\_\_\_  
Employee Name (Loanee)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor's Name

\_\_\_\_\_  
Supervisor's Signature

Returned Date: \_\_\_\_\_

\_\_\_\_\_  
Supervisor's Name

\_\_\_\_\_  
Supervisor's Signature