

### **LOAN FORM Instructions**

1. This form is for loan of county assets between Accountable Officers **OUTSIDE** county realm.
2. Note that loaned property valued \$5,000.00 and up must go before the board for approval.
3. Fill in Loaning officer and contact person, phone number.
4. Fill in Receiving Dept. or Entity name, contact person and phone number.
5. Since this form will be used again when asset is returned, please keep your copy on file. (Note the Date Returned/Initial box).
6. If you know an approximate time of loan, please note.
7. Accountable Loaning Officer must sign, print or type name and title and date.
8. Accountable Receiving Officer must sign, print or type name and title and date.
9. Both parties keep a "copy" and send the COMPLETED ORIGINAL to Clerks Office Finance/Asset Mgr.

**While on loan, the receiving office will be responsible for the item.**

**Report loss or damage to Loaning office immediately.**

**August 2010**