

LOAN

LEVY COUNTY

REPORT OF LOAN OF PROPERTY TO ANOTHER DEPT OR INTITY

To be used in all cases of loan between Accountable Officers OUTSIDE the County Realm

* ANY LOANED PROPERTY VALUED \$5,000.00 AND UP MUST GO BEFORE THE BOARD FOR APPROVAL *

The following items of tangible personal property have been LOANED as indicated:

LOANING OFFICE		RECEIVING DEPT. or INTITY	
Department Name		Department Name	
Department Code			
Contact Name		Contact Name	
Phone Number		Phone Number	

ASSET NUMBER	DESCRIPTION	DATE OF LOAN
		Date Returned / Initial
WHEN RETURNING PROEPRTY PLEASE DATE AND INITIAL		

Proposed Amount of Time on Loan _____

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

LOANING OFFICE:

RECEIVING DEPT. or INTITY:

Signature of Accountable Officer

Signature of Authorized Personnel

Typed Name and Title

Typed Name and Title

Date

Date

LOANING OFFICE: Have Receiving Dept. or Company sign and date. Each keep a copy and send COMPLETED ORIGINAL to Clerks Office Finance/Asset Mgr.