

administrative regulation appendices
section VII
fiscal management

appendix number

fm-5 Sample of Form

APPENDIX FM-5
 MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT
 PROPERTY LOAN AGREEMENT

_____, a unit in the Maricopa County Community College District, hereinafter referred to as MECCCD, agrees to loan to:

Name: _____ City: _____ State: _____ Zip: _____ Phone: _____
 Home Address: _____

Hereinafter referred to as **LENDEE** for a period from _____ To _____ the property described below which is to be used for the
 (Not to Exceed June 30 of Current Fiscal Year)

purpose(s) of _____

PROPERTY IDENTIFICATION (to be completed by Lending Department)

Tag Numbers	Description of Item	Date Added to CFS	Serial Number	Check-Out Condition of Property (Circle one)	Date Checked Out	Check-In Condition of Property (Circle one)	Date Returned	Check-In Signature
				New / Used		New / Used		
				Fair / Damaged		Fair / Damaged		
				New / Used		New / Used		
				Fair / Damaged		Fair / Damaged		
				New / Used		New / Used		
				Fair / Damaged		Fair / Damaged		
				New / Used		New / Used		
				Fair / Damaged		Fair / Damaged		
				New / Used		New / Used		
				Fair / Damaged		Fair / Damaged		

Lendee acknowledges receipt of property and agrees to the Terms and Conditions as listed on the other side of this form.

REQUEST: SIGNATURES FOR APPROVAL UPON RETURN OF ALL EQUIPMENT

Lendee: _____ Date: _____

Dean/Director (or Designee): _____ Date: _____

President/Vice Chancellor (Designee): (if over 30 days) _____ Date: _____

Dean / Director (or Designee): _____ Date: _____

PROPERTY RETURNED: SIGNATURE

(COMPLETE OTHERSIDE of FORM)