PROPERTY LOAN DOCUMENT

Stanford University (Lender)

1. Stanford Loan # **(SU Property Use Only.)**	2. Loan Period: From:_____ to _____	3. Inventory Report Date: _____	4. Page _____ of _____

5. NAME-ADDRESS-PHONE NO. (STANFORD) Contact Name (PI):	6. NAME-ADDRESS-PHONE NO. (BORROWER) Contact Name:

7. PURPOSE OF LOAN AND LOCATION WHERE PROPERTY WILL BE USED:

8. a. Reference/contractual documentation/shipping information when applicable. (please attach)

b. Sponsor Approver's name: _____

c. Restrictions (If Any) On Use:

9. Item No.	10. SU.ID No.	11. Manufacturer	12. Name/Description	13. Model No.	14. Serial No.	15. Acq. Cost $
16. Yr. Mfg.	17. Condition	18. Dept. ID	☐ If more than one item is loaned, check here and attach a listing			

TERMS AND CONDITIONS OF LOAN

1. Borrower will:
   a. Assume all costs involved in preparation, handling, loading, disconnecting, transportation, and shipping insurance from and to Lender;
   b. Use the loan property only for the purposes specified in this loan agreement
   c. Maintain and calibrate equipment in accordance with manufacturing specifications;
   d. Return the loaned item(s) in like condition as received from Lender, normal wear and tear excepted, and free of contamination, on or before the expiration date, unless the loan period if formally extended or the loan is terminated before the due date;
   e. Provide Lender evidence of liability insurance with limits not less than $2,000,000 and evidence of property insurance for loss or damage with "The Board of Trustees of The Leland Stanford Junior University" to be included as an additional insured under both policies (property insurance not required on government loans). The certificate(s) of insurance are to be mailed to: Department of Risk Management, Stanford University, 425 Arguello Way, Stanford, CA 94305-6207;
   f. In case of loss or damage of the property loaned, report such loss and reimburse Lender at the current price of replacement or repair (including cost of loss of use), and
   g. Agree to defend, indemnify and hold harmless Lender (Stanford University) and its officers, employees and agents against any and all liability, loss, damages, claims and costs arising from Borrower's use or possession of the loaned property
2. The above property shall not be modified, loaned, or transferred to a third party without the written permission of the Stanford University Property Management Office (PMO)
3. Borrower will verify in writing to Stanford Property Management Office custody, use and condition of equipment annually and permit periodic inspection of loaned property by Lender or its designee upon request.
4. Borrower will immediately report to Stanford Property Management Office any incidents of loss, damage or destruction of loaned equipment
5. Stanford University will pass on all FLOW DOWN responsibility to Borrower. Title to the property will rest with Stanford or its Sponsor in accordance with the prime agreement. Lender reserves the right to cancel the loan and to recall the loaned property upon a 10 (ten) day notice.

Agreed to and Accepted By (*Please print or Type--except signature)*

Approved: _____

Signature of Borrower's Authorized Representative | Name (Print) | Title | Date

Approved: _____

Signature of SU Initiator | Name (Print) | Title | Date

Approved: _____

Signature of Stanford Department Property Administrator | Name (Print) | Title | Date

Approved: _____

Signature of Property Management Office Representative | Name (Print) | Title | Date