



Property Management Office

Outgoing Loan Document

PMO Generated Loan # _____ Loan Period From _____ to _____

Lenders Information

Stanford University Department _____

PI Contact Name _____ Phone Number _____

Address: _____

Borrowers Information

Institution/Company Name _____ Phone Number _____

Contact Name _____ Title _____ Email _____

Address: _____

Loan Information

Purpose of Loan: _____

Location where property will be used (If different from above): _____

Restrictions on Use (If any): _____

Sponsor Approver's Name (If Sponsored Owned) _____ Date _____

Please attach reference or contractual documentation/shipping information if applicable.

Asset Information

SU ID # _____ Manufacturer _____ Model Number _____

Name/Description _____ Serial Number _____ Owner _____

Acquisition Value _____ Is more than one item being loaned? (Y/N) _____

If yes, please utilize space below or attach second sheet.

Asset Information

SU ID # _____ Manufacturer _____ Model Number _____

Name/Description _____ Serial Number _____ Owner _____

Acquisition Value \$ _____



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TERMS AND CONDITIONS

1. Borrower will:
 - a. Assume all costs involved in preparation, handling, loading, disconnecting, transportation, and shipping insurance from and to Lender;
 - b. Use the loaned property only for the purposes specified in this loan agreement, in compliance with US export control and trade sanction regulations;
 - 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 is 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, 505 Broadway, Stanford CA. 94063
 - 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, exported, re-exported 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.

Approvals

Agreed to and accepted by (Please print or type--except signature):

SU Loan Initiator	Signature	Date
Borrower's Authorized Representative	Signature	Date
Department Property Administrator	Signature	Date
Property Programs Manager or PMO APPRV	Signature	Date