



## Property Management Office

### Incoming Loan Document

PMO Generated Loan # \_\_\_\_\_ Loan Period From \_\_\_\_\_ to \_\_\_\_\_

#### Lenders Information

Institution/Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address: \_\_\_\_\_

#### Borrowers Information

Stanford University Department \_\_\_\_\_ PI Name \_\_\_\_\_

Contact Name (If different from above) \_\_\_\_\_ Phone Number \_\_\_\_\_

Address: \_\_\_\_\_

#### Loan Information

Purpose of Loan: \_\_\_\_\_

Location where property will be used: \_\_\_\_\_

Reference/Contractual (Flow Down) \_\_\_\_\_

Loan Agreement \_\_\_\_\_ if loaned for use on a current Agreement.

Restrictions on Use (If any): \_\_\_\_\_

#### 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 second sheet.*

#### Approvals

Lender Representative Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Property Administrator \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Property Programs Manager or PMO APPRV \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



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