

# Lab Items Borrow and Return Form

The Laboratory Department manages all the laboratories assets of NYU Shanghai according to “NYU Shanghai Asset Management Policy (2015.1.23)”. **In general, nobody is allowed to borrow or take out of the university any assets, all the laboratory assets should be used in the laboratories (and in classrooms only if it is safe to do so).** However, in case there is indeed necessity, the borrower should fill out this form and get approval.

Details of Borrower					
Category of Borrower	<input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student*		Department		
Name			Net ID		
Contact No.			E-mail		
Purpose of Borrowing (Please describe the usage of the borrowing items in details and also include <b>Who</b> and <b>Where</b> the borrowing items will be used.)					
Details of Equipment / Items					
Item Type	<input type="checkbox"/> Consumable <input type="checkbox"/> Small Equipment* <input type="checkbox"/> Asset* *Please get approval from Lab Director if borrow small equipment or asset.				
Fill by Borrower			Fill by Lab Support Team		
Equipment / Item Name	Qty	Additional Peripherals (if any)	Asset Tagging Number (if any)	Serial Number (if any)	Current Location
Borrowing Date & Time	Estimate Return Time	Date & Time Returning	Equipment /Item Condition		
	Day/ Month/ Year				
I acknowledge: I will make sure the borrowed items will be used properly and safely, keep the items in good condition, and return the items to lab in time. I will be responsible for the cost of repair or replacement if any damage happened to the items.					
_____		_____		_____	
Print Name		Signature		Date	
Approval (*Note: Students also NEED approval by their supervisor.)					
_____		_____		_____	
*Supervisor's Name		Signature		Date	
_____		_____		_____	
Laboratory Director		Signature		Date	
Comments (if any):					