

**California State University, San Bernardino
Property Management Office**

OFF-CAMPUS PROPERTY USE AGREEMENT

California State University, San Bernardino hereinafter referred to as CSUSB, agrees to allow the following faculty or staff member:

Name: _____

Address: _____

City: _____

hereinafter referred to as LENDÉE
for a period from _____ to _____ to use off-
campus the property described below which is to be used for the purpose(s) of

WHILE IN THE POSSESSION OF LENDÉE, LENDÉE is responsible for the proper care of the property and agrees to repay the cost if lost, stolen or damage due to negligence. By signing out for the property listed above, the borrower agrees to the following:

1. To use the property in the best interest of the University and for University business purposes only;
2. To assume responsibility for the custody of the property;
3. During the physical inventory process, the LENDÉE agrees to bring in the property for physical view by the Property Management Office (PMO).
4. To immediately report to the University Police Department and the PMO should the property on loan become lost, stolen or damaged;
5. To return the property by the agreed upon due date or upon separation from the University, whichever occurs first; and
6. That the borrower is not relieved of this custody until a signed copy of this form acknowledging the return of the property is returned to the borrower by the Department Custodian (Inventory Record Keeper).

PROPERTY IDENTIFICATION (to be completed by Lending Dept.)

Property Number	Description	Serial Numbers	Location		Fair Market Value
			Bldg.	Room	
					\$

APPROVAL SIGNATURES:

Lendee Approval _____
(Faculty/Staff Member)

Lender Approval _____
(Department Head/Chair/Division V.P./Dean)

CSUSB Property Clerk Acknowledgment _____