

**United Nations Development Programme**

Equipment Loan Agreement Form

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| **Equipment Type:**  **Equipment Model:**  **Serial No:**  **Asset Tag No:** | **Borrower Name:**  **Title:**  **Department:**  **Location:** |

1. I understand the equipment is property of UNDP and is assigned to me.
2. Use of equipment by other family members is not allowed.
3. I will use the equipment appropriately for business purposes.
4. I will care for the equipment assigned to me and not leave it unsupervised in unsecured locations.
5. I will be responsible for all damage or loss caused by neglect or abuse.
6. I will not loan the equipment to another individual.
7. I will report the loss, theft, or the need for repairs.
8. I will not disassemble any part of the equipment or attempt any repairs.
9. I will not deface or alter the serial number sticker on the equipment.
10. I understand that the equipment and its contents may be inspected at any time.
11. I agree to return the equipment, carrying case, power cord, and any other accessories assigned to me in working condition before my last working day with UNDP or upon request.
12. I will reimburse UNDP for any fines caused by damage, misuse, neglect, or loss, including theft

**Borrower Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_