

RECORD OF PROPERTY ON LOAN

CO-1079 REV 7/2024



STATE OF CONNECTICUT
OFFICE OF THE STATE COMPTROLLER

REPORT NO.

SECTION 1

PROPERTY ASSIGNED TO:

RECIPIENT (LOANEE) NAME:

AGENCY NAME/DIVISION/UNIT:

REASON FOR LOAN:

PRIMARY LOCATION WHERE PROPERTY WILL BE USED/KEPT(GIVE COMPLETE ADDRESS):

WILL PROPERTY BE RETURNED AT A SPECIFIC DATE? YES NO IF YES, WHEN:

Item shall be made available to Responsible Agency Property Control Manager ("RAPCM") for inspection upon request, but no less than annually prior to June 30th of each year on loan.

PROPERTY AUTHORIZED TO BE REMOVED FROM:

ROOM#: AT

ADDRESS: CITY:

<u>TAG NO.</u>	<u>SERIAL NO.</u>	<u>DESCRIPTION</u>	<u>CONDITION</u>	<u>VALUE OF ASSET</u>
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NOTES:

The above named loanee will be responsible for loss due to damage, theft, or any other cause for the above described property until the property is returned to the agency. In the event of a theft or damage, the loanee should immediately contact the RAPCM to report the incident. In the event of theft or malicious damage, a copy of a police report must accompany the notification to the RAPCM. The loanee will bear responsibility for the return of property in the same condition as at the time of release.

RESPONSIBLE AGENCY PROPERTY CONTROL MANAGER SIGNATURE	PRINTED NAME	DATE
DIRECTOR OR DEPARTMENT HEAD SIGNATURE	PRINTED NAME	DATE
LOANEE SIGNATURE	PRINTED NAME	DATE

RESPONSIBLE AGENCY PROPERTY CONTROL MANAGER, DEPARTMENT HEAD, AND LOANEE SHOULD EACH RATEAIN A COPY OF SECTION 1 AND COMPLETE SECTION 2 UPON RETURN OF PROPERTY.

SECTION 2

DATE RETURNED PROPERTY RECEIVED BY

**THE ABOVE PROPERTY HAS BEEN RETURNED IN THE SAME CONDITION AS IT WAS ACCEPTED AT THE TIME OF THE LOAN, WHERE REASONABLY EXPECTED.
RETURNED TO BUILDING AND ROOM NO.**

PLEASE NOTE ANY EXCEPTIONS:

DIRECTOR OR DEPARTMENT HEAD SIGNATURE	LOANEE SIGNATURE
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PROVIDE COPY TO RESPONSIBLE AGENCY PROPERTY CONTROL MANAGER, UNIT MANAGER/DIRECTOR, AND ORIGINAL LOANEE