

Dartmouth College
Procurement Services
Fixed Asset / Surplus Property
7 Lebanon Street
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Phone 603-646-2149

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Dartmouth College Off-Campus Equipment Form

This form must be completed whenever Dartmouth College fixed assets (purchase price greater than \$5,000) will be physically located off-campus. This form should be completed (including appropriate signatures) and sent to Fixed.Assets@Dartmouth.EDU **before** a fixed asset is removed from campus, and a copy of the submitted form must be kept by the equipment custodian for the applicable Dartmouth College department. Once the asset is returned to campus, Section C must be completed and sent to Fixed.Assets@Dartmouth.EDU.

CONTACT INFORMATION

PI/Employee Name: _____ Dartmouth School/Division: _____
Phone #: _____ Hinman Mailbox #: _____
Purpose for which equipment will be located off campus:

EQUIPMENT INFORMATION

Description of equipment (if multiple units, attach [Exhibit A – Equipment Asset Spreadsheet with relevant information](#)):

Make: _____ Model: _____
Description: _____
Serial #: _____ Dartmouth Tag #: _____ CMS #: _____
PI/Staff name who purchased unit(s): _____
Purchase Price and Year Purchased: _____ Current Location: _____
Grant funded? YES (if yes, provide sponsor name and grant #: _____)
NO

Federally funded? YES or NO

Section A.

Complete this section if the fixed asset will be loaned to another institution (the "Receiving Institution"). Signature by an authorized representative of the Receiving Institution is required.

The above-referenced equipment will be/has been loaned to (*insert name of recipient*) _____
at (*insert name of Receiving Institution*) _____.
It will be located at (*insert building name/address*) _____

beginning on (*insert loan start date*) _____, and will be returned to Dartmouth College by (*insert loan end date*) _____.

Required Signatures:

The Receiving Institution understands that the equipment described above is the property of, and on loan from, Dartmouth College. Receiving Institution agrees to return the equipment to Dartmouth in accordance with the terms specified above and in the same condition as it was at the start of the loan period (normal wear and tear excepted). Receiving Institution will obtain and maintain, at its expense, all risk property insurance against damage to the Equipment; and obtain and maintain, at its expense, general liability insurance of at least \$1,000,000 per occurrence against claims for bodily injury and/or property damage arising out of its use of the Equipment. Receiving Institution will report any loss or damage to the equipment to Dartmouth immediately upon occurrence. Receiving Institution will notify Dartmouth, and Dartmouth's approval is required, before any service, repair, or modification of the equipment is undertaken. Dartmouth reserves the right to require immediate return of the equipment at any time and accepts no liability for injury or loss arising from the negligence or willful misconduct of Receiving Institution, its representatives, or any other individual related to the operation of the equipment on Receiving Institution's premises. Receiving Institution will indemnify and defend Dartmouth and its directors, trustees, officers, employees, and agents from and against any damages, losses, liabilities, penalties, and expenses, including without limitation attorneys' fees, resulting, or arising from any third-party claim related to the operation of the equipment while on Receiving Institution's premises.

Signature of Receiving Institution Representative:

Name: _____ Title: _____ Date: _____

I acknowledge and take responsibility for the loan of the above-referenced equipment to Receiving Institution and will notify Fixed.Assets@Dartmouth.EDU if I am aware of any change in its condition or location. I further attest that I am authorized to sign on behalf of the Receiving Institution.

OR
Section B.

Complete this section if the fixed asset will remain in the possession of Dartmouth PI/Employee while off-campus

The above-referenced equipment will be/has been loaned to (Insert institution name/address)

for the following time period (insert dates) _____ through _____.

Check here if this location is outside of the United States.

Required Signature: _____ **Date:** _____

I hereby certify that the above listed equipment will remain in my personal possession for the duration of the above-referenced period and will be returned to Dartmouth in substantially the same condition as it was in at the start of the off-campus period (normal wear and tear excepted). In the event that I will no longer be responsible for this equipment or if I am no longer employed by Dartmouth College, I agree to make arrangements for the return of the equipment to Dartmouth immediately. I will notify Fixed.Assets@Dartmouth.edu to arrange return of items.

Section C.

To be completed upon return of the equipment to Dartmouth College.

The above-referenced equipment has been returned to Dartmouth's campus as of *(insert return date)* _____ and is now located at Dartmouth *(insert building name/architectural room number)* _____.

Dartmouth PI/Employee _____
Date _____

Verified by Fixed Assets on *(insert date and initials)* _____.

Instructions and Additional Guidance:

Contact Information

PI/Employee Name: Enter the Principal Investigator's name for the research lab who is responsible for funding, and if the form is being completed by a lab manager, enter their name adjacent to the PI name.

Dartmouth School/Division: Enter the name of the Dartmouth School (Geisel, Thayer, Tuck, etc.) or Dartmouth Division/Department

Phone #: Enter the phone number which provides the best way to contact the responsible party for assistance.

Hinman Mailbox #: Hinman Mail designation for sending hard copies via intercampus mail.

Purpose for which equipment will be located off campus: write a general reasoning for relocation of equipment to off campus location

Equipment Information

Make: Provide the information from the identification sticker on the equipment.

Model: Provide the information from the identification sticker on the equipment.

Description: Provide a general description of equipment including ancillary items (e.g., Nikon SMZ1500 fluorescence microscope with spinning disk and objectives).

Serial Number: Provide the information from the identification sticker on the equipment

Dartmouth Tag Number: Provide the Dartmouth identification numbers or alphanumeric codes for lease buyouts. If no tag number issued, include BOTH serial number and complete description per item.

CMS Number: Provide the associated contract management system ID number, if applicable.

Dartmouth PI/Staff: Include PI or staff name that purchased the specified equipment

Purchase Price and Year: Include the invoice price of equipment (including freight, installation, and/or testing charges) and in service date for equipment.

Current Location: Provide the building name and room number where the item(s) are located for pickup purposes.

Grant Funded? If YES, provide sponsor name and grant number: Provide Chart String(s) or PTAE0(s) used to purchase unit

If more than one item is to be removed, please include [Exhibit A – Equipment Asset Spreadsheet](#) to account for each item.