

ORGANIZATION

- NCI LIB
- NIAID OTS
- APA OTHER
- CSS

NCI-FREDERICK

TEMPORARY LOAN DOCUMENT FOR INDIVIDUALS*

(See Policy and Procedure No. 704)

***Please Type or Print**

Original Loan

Renewal (Original Loan Date) _____

_____ (Employee's Name, Organization, Location, and Telephone)

_____ is hereby authorized to remove Government Property in the form of

(Decal #)	(Description of Item)	(Manufacturer)
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(Model #)	(Serial #)	(Acquisition Cost)	(Center No.)
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from _____ (Present Location) to _____ (Location: Home, Travel/Destination)

Justification: _____

(Reason for the loan, including specific name/nature of work to be performed and benefit to be derived by the Government)

I certify that the use of the equipment described above is for official Government work **ONLY**, and I assume complete responsibility for the care of this equipment while in my possession.

(Employee's Signature and Date)

I approve the removal of the above designated equipment to the location stated for purposes of promoting the work of this office/laboratory, and I consider this action to be in the best interest of the Government.

(Signature of Authorizing Officer)

(Typed Name and Title)

(Signature of Property Control Officer)

(Signature of NCI Project Officer)

(Signature of Organization Approving Official)

(Signature of Property Administrator)

(Signature of Property Accountability Department Representative)

(Signature of NCI Contracting Officer)

This authorization is valid from _____ (Date and Time) to _____ (Date and Time)

NOT TO EXCEED ONE (1) YEAR

Property Returned:

Property Control Officer Date

Property Accountability Department

Copies of this form are to be maintained at:

- 1** – Property Accountability Dept.
- 2** – Protective Services
- 3** – Authorizing Officer
- 4** – Property Control Officer
- 5** – Equipment Copy
- 6** – NCI Contracting Officer