

# Equipment Shared Use Agreement

For Equipment Items Costing in Excess of \$100,000



Office of Sponsored Programs  
1960 Kenny Road, Columbus, OH 43210-1016

The purpose of this agreement is to assure understanding of the conditions under which equipment listed in this agreement will be shared. The participants' signatures indicate concurrence of the terms below as written or as modified.

## Project Information

PO/Requisition Number *Attach copy*

Sponsored Programs Project Number

## Responsibilities

**Lender:** Cost of normal wear and tear (unless indicated below), examination of equipment on return from borrower

**Borrower:** Examination of the equipment before accepting responsibility for it; cost of calibration, re-calibration or other direct use costs; cost of transportation to and from, when applicable; theft, loss or breakage; notification of defects and any other mishaps

## Early Termination of Agreement

Only under very special circumstances may this agreement be terminated prior to the date indicated below. Resolution of any dispute(s) in this regard will lie with the appropriate supervisors.

## Shared Use Arrangements

Equipment to be utilized in connection with Office of Sponsored Programs Project(s):

Location at which equipment is to be used by the borrower:

Routine maintenance to be performed by the borrower:

Period of shared use: Beginning: \_\_\_\_\_

Ending: \_\_\_\_\_

Schedule of shared use:

Modifications or additional agreements: *Attach additional pages, if necessary*

## Description of Equipment Being Shared

Equipment Description: *Include manufacturer, model number, and serial number*

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Acquisition Cost

Property Tag ID Number

Asset ID Number

Current Condition of Equipment: *For example good, fair, poor; list defects or needed repairs*

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## Approvals

Print Name of Lender

Signature of Lender (Custodian)

Date

Print Name of Department/College/Director

Signature of Department/College/Director

Date

Printed Name of Borrower

Signature of Borrower

Date

*Return completed form and signed copies via campus mail to: Office of Sponsored Programs Asset Management Department; 1960 Kenny Road; Columbus, Ohio 43210 or fax to 614-292-6870. For questions contact Drew Siegel at siegel.94@osu.edu or 614-292-3108.*

*Distribution of Copies: Lender, Borrower, Office of Sponsored Programs Asset Management and Office of Sponsored Programs Purchasing.*