



Equipment Shared Use Agreement

(for equipment items costing in excess of \$100,000)

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.

PO/Requisition Number
(Please attach copy)

OSP Project Number

1. Responsibilities

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

2. 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.

3. Shared Use Arrangements

Equipment to be utilized in connection with OSP 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)

Equipment Shared Use Agreement

4. Description of Equipment Being Shared

Equipment Description
(include manufacturer,
model number, and serial
number)

Acquisition Cost

Property Tag ID#

Asset ID #

Current Condition of
Equipment (e.g. good, fair,
poor; list defects or needed
repairs)

5. Approvals

Lender

Name of Lender

(Please type or print.)

Date

Lender (Custodian) Approval (Please sign.)

Dept./College Approver

(Please type or print.)

Date

Department/College/Director Approval (Please sign.)

Borrower

Name of Borrower

(Please type or print.)

Date

Borrower Approval (Please sign.)

Dept./College Approver

(Please type or print.)

Date

Department/College/Director Approval (Please sign.)

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 OSP Bob Scher at 614-688-8506.

Distribution of Copies: Lender, Borrower, OSP Asset Management, OSP Purchasing