



Department of Administrative Services
Office of Asset Management
Transfer - Loan

Form B-3 - Forms and Policies can be found at ucnj.org/assets

Use this form when new equipment is purchased. This form must be submitted per item. After filling out this form, press File, then Save As to create duplicates when applicable to save you time.

ORIGINATING DEPARTMENT

EQUIPMENT

DESCRIPTION

MAKE

MODEL

SERIAL NUMBER

UNION COUNTY BAR CODE

DEPARTMENTAL DIRECTOR

DEPARTMENT DIRECTOR APPROVAL By providing initials indicates a digital signature

FORM PREPARED BY

ON LOAN FROM

LOANED PERSON NAME

LOANED PERSON APPROVAL By providing initials indicates a digital signature

PURPOSE OF LOAN

TO BE RETURNED ON

When equipment is returned, Form B-3 must be filled out