



Department of Administrative Services  
**Office of Asset Management**  
**Return of Loaned Equipment**

Form B-4 - Forms and Policies can be found at [ucnj.org/assets](http://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	<input type="text"/>
EQUIPMENT	<input type="text"/>
DESCRIPTION	<input type="text"/>
MAKE	<input type="text"/>
MODEL	<input type="text"/>
SERIAL NUMBER	<input type="text"/>
UNION COUNTY BAR CODE	<input type="text"/>
DEPARTMENTAL DIRECTOR	<input type="text"/>
DEPARTMENT DIRECTOR APPROVAL	<input type="text"/> By providing initials indicates a digital signature
FORM PREPARED BY	<input type="text"/>
ON LOAN FROM	<input type="text"/>
PURPOSE OF LOAN	<input type="text"/>
TO BE RETURNED ON	<input type="text"/>
DATE RETURNED	<input type="text"/>
CONDITION OF EQUIPMENT UPON RETURN	<input type="text"/>