



Request for Loan Agreement – Form

Date of Request _____ Loan No _____
(Assigned by PMCT)

The proposed Loan Agreement is being made to a DOE entity, another DOE contractor or a Federal agency? Yes No
If no, does the borrowing organization hold a valid Federal contract, grant, treaty or international agreement? Yes No
If yes, provide agency name, agreement type and number. _____
If no, LBNL is not authorized to make the Loan.

LBNL Custodian (must be custodian of record for property) Name _____ Emp # _____ Phone _____ Fax _____ Email _____ MS _____ Division _____ Matrixed Division (if applic) _____ Dual-Appointment <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, name of other organization _____	Division Property Representative ** Name _____ Emp # _____ Phone _____ Fax _____ Email _____ MS _____ Division Director or Business Manager Name _____ Emp # _____ Phone _____ Fax _____ Email _____ MS _____
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Support for the Loan
 Attach a memo or email prepared by the Division Director or Business Manager demonstrating organizational support for the proposed loan agreement
 For a proposed foreign loan agreement, also attach 1) written support from DOE Headquarters Program Manager and 2) written approval from LBNL's Export Control Officer

Purpose of Loan Agreement (*Programmatic justification. How will LBNL and the Borrower benefit? Note, a foreign Loan request will require an extremely thorough, complete and strong justification. If applicable, include name of project.*)

Loan Period (*Not to exceed 3 years for domestic and 5 years for foreign, with one extension equal to original loan period.*)
Requested Start Date _____ Requested Expiration Date _____
Taking into account required reviews and approvals, please allow 20 processing days for a domestic Loan Agreement and 45 processing days for a foreign Loan Agreement, from the date the *Request for Loan Agreement* is received by Property Management.

Property must be returned to the LBNL at the expiration of the Loan Agreement at the Borrowing Organization's expense

Method of Shipment (*at no cost to LBNL*)

Shipment of loaned property both to and from Borrowing Organization must be paid for by the Borrowing Organization. This may be accomplished by using the organization's billing account with the selected freight line or by shipping freight collect.
Do NOT ship any LBNL property until the Loan Agreement has been approved and notification received.

Property Management
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Borrowing Organization	
Organization Name _____	
Address _____ City/State/Zip: _____	

Borrowing Organization Contacts		<i>Authorized Signatory for Organization (includes authorization to bind organization to financial liability)</i>	
<i>Requester</i>			
Name _____	Group/Div/Dept _____	Name _____	Title _____
Phone _____ Fax _____	MS _____	Phone _____ Fax _____	MS _____
Email _____		Email _____	

Identify if Hazardous or Not <i>(at least one box must be checked)</i>						
Important! Division Safety Liaison must be notified for clearance if hazardous						
<input type="checkbox"/> No Hazard	<input type="checkbox"/> Chemical	<input type="checkbox"/> Radiological	<input type="checkbox"/> Biological	<input type="checkbox"/> Laser	<input type="checkbox"/> Microwave	<input type="checkbox"/> X-Ray
<input type="checkbox"/> Other (explain) _____						

List of Property to be Loaned <i>(Additional sheet may be used. For all non-tagged items be sure to include values.)</i>			
Property #	Description (include make, model, serial)	Unit Qty	Acq Cost/Unit
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
TOTAL			\$ _____

Additional Comments:

Submit this Request for Loan Agreement form, along with copies of written support, to Property Management.

Email: property-management@lbl.gov
 Mailstop: 76L-0108
 Fax: 510-486-6580

Review, Approval and Notification Process

Property Management will review the request form, obtain the necessary signature from the Borrower’s authorized signatory, assemble the Loan Agreement package, and submit to the Department of Energy (DOE).

Property Management will notify the Custodian, Property Representative and Borrower, including copies of the completed Loan Agreement, upon approval by DOE.

*** Note to Division Property Representative: Upon notification of approval of Loan Agreement, update location field and add Loan Agreement number to 3rd structure for each associated asset record in Sunflower AMS.*