

**Administrative Procedure 541
Use of Division Owned Property Form**

Site _____

I/we, the undersigned, request permission to use the following item(s):

for the purpose of

I/we agree that I/we have in place full insurance coverage for such use *and that I/we will make restitution in full for loss of or damage to the above-noted item(s), and that I/we will return the above-noted item(s) to the originating site on or before*

_____ date

_____ Name (please print)

_____ signature

_____ Organization

_____ Address

_____ Phone Number

_____ Approved

_____ Charge (if applicable)