DOE F 4420.2
(11-01)
All Other Editions Are Obsolete

OMB Control No.
1910-1000

U.S. Department of Energy
Personal Property Loan Agreement

OMB Burden Disclosure Statement

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Records Management Division, IM-11 GTN, Paperwork Reduction Project (1910-1000), U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-1000), Washington, DC 20503.

DOE-PMR 109-1.5103	1. CONTROL NUMBER	2. LOAN DATE	3. EXPIRATION DATE	4. PAGE 1 OF ___

5. NAME-ADDRESS-TELEPHONE NO./FAX/EMAIL (LENDER)	6. NAME-ADDRESS-TELEPHONE NO./FAX/EMAIL (BORROWER)

7. PURPOSE OF LOAN AND LOCATION WHERE PROPERTY WILL BE USED

8. REFERENCE/CONTRACTUAL DOCUMENTATION/SHIPPING INFORMATION

9. ITEM NO.	QUANTITY	PROPERTY NO.	SERIAL NO.	PERSONAL PROPERTY DESCRIPTION	ACQUISITION COST

(If additional space is necessary, attach a separate sheet.)

TERMS AND CONDITIONS OF LOAN

1. The borrower shall:
   a. return the loan item(s) in like condition as received from Lender, normal wear and tear excepted, and free of contamination, on or before the expiration date, unless the loan period is formally extended or the loan is terminated before the due date;
   b. in case of loss or damage of the property loaned, reimburse the Lender at the current price of replacement or repair;
   c. assume all costs involved in preparation, handling, loaning, disconnecting, and transportation from and to the Lender;
   d. agree to indemnify and hold harmless the Lender and the Department of Energy against any and all liability, loss, damages, claims and costs incidental hereto as a result of Borrower's use or possession of the loaned property; and
   e. use the loan property only for the purposes specified in this loan agreement
2. The above property shall not be modified, loaned, or transferred to a third party without the written permission of the Lender.
3. The Borrower shall account for, or permit inspection of, the loaned property by the Lender after proper notification.
4. This is United States Government Property. Title to the property is vested in and will remain with the United States and the property shall be used only for official purposes. The Lender reserves the right to cancel the loan or to recall the loaned property upon 30 days notice.

Accepted By: ______________________________
Borrowing Agency/Organization Approval | Title | Date

Approved By: ______________________________
Signature of Authorized Lender | Title | Date

Approved By: ______________________________
Department of Energy Official | Title | Date

1. Lender's Property Management Office **2. Borrower** **3. Custodian (Responsible Property Office)** **4. Suspense**

INSTRUCTIONS FOR DOE F 4420.2

This form is used by U.S. Department of Energy (DOE) offices and DOE management and operating contractors to loan property which is not excess for short durations to other DOE offices and contractors, other Federal agencies, foreign Government and foreign organizations, and others for official purposes in support of DOE, in accordance with DOE-PMR 109-1.5104.

Block 1: Self-explanatory. Assigned by lender.

Blocks 2 and 3: Enter effective and completion dates after DOE headquarters approval.

Block 4: Enter total number of pages in space provided.

Block 5: Enter name, address, and telephone number of DOE office or DOE management and operating contractor.

Block 6: Enter name of organization or agency. May include attention line with name of point of contact.

Block 7: Must be provided. Should refer to the experiment and/or research involved. (If additional space is necessary, attach separate sheet.)

Block 8: Enter applicable support agreement and export license information.

Block 9: Provide all pertinent information.

Signatory Information:

Accepted By: Type or print name and title of borrower. Provide signature and date.

Approved By: Type or print name and title of DOE or DOE management and operating contractor official. Provide signature and date.

Approved By: Self-explanatory.