

# SHORT-TERM INSTRUMENT LOAN CONTRACT (no fee)

INSTRUMENT INFORMATION

Instrument Description: \_\_\_\_\_ Ser.# \_\_\_\_\_

MSU# \_\_\_\_\_ Condition: \_\_\_\_\_

Accessories: \_\_\_\_\_

CHECK OUT

I have read, understand, and will comply with all points of this Instrument Loan Contract. I acknowledge receipt of and full responsibility for all items listed.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Checked out by (faculty) \_\_\_\_\_ Date \_\_\_\_\_

When is the instrument due back \_\_\_\_\_

CHECK IN

Student Signature (Check in): \_\_\_\_\_ Date \_\_\_\_\_

Checked in by (faculty) \_\_\_\_\_ Date \_\_\_\_\_

FEES TO BE CHARGED

Loan fee: \$ \_\_\_\_\_  
Late fee: \$ \_\_\_\_\_  
Damage/loss fee \$ \_\_\_\_\_  
Unsecured fee \$ \_\_\_\_\_  
Total fees \$ \_\_\_\_\_

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