



**Purchasing, Accounts Payable & Travel**

202 PCO

Iowa City, Iowa 52242-2500

319/335 - 0115 fax 319/335 - 2443

[www.uiowa.edu/ap-purchasing](http://www.uiowa.edu/ap-purchasing)

## EQUIPMENT ON LOAN OR DEMONSTRATION AGREEMENT FORM

Date: \_\_\_\_\_

Department Name: \_\_\_\_\_ Dept #: \_\_\_\_\_

Description of Equipment:

Value: \_\_\_\_\_

Equipment to be on Campus from: \_\_\_\_\_, to: \_\_\_\_\_

The Vendor and The University of Iowa agree that the above listed equipment is on loan to the University for testing, demonstration and/or evaluation purposes only. By signing below, the Vendor acknowledges that The University of Iowa agrees to only be responsible for loss to the equipment arising from the direct negligence of the University or its employees, to the extent described by the Chapter 669 of the Code of Iowa. Chapter 669 provides that claims may be brought against the State of Iowa and The University of Iowa for loss of property caused by the negligent act of a state employee while acting within the scope of that employment. The University of Iowa will extend the same level of care and security for the equipment as the University provides for its own property. Loss by third parties is not covered and will not be reimbursed by The University of Iowa or the State of Iowa.

It is further agreed that all costs associated for moving, handling, transportation or any applicable installation requirements are the sole responsibility of the Vendor. The University will not incur any costs associated to equipment on loan, trial, demonstration or evaluation.

It is also agreed that the acceptance of this equipment by the University for demonstration, testing and/or evaluation purposes, does not commit The University of Iowa to purchase this equipment. The Parties agree that any equipment purchased and supplied to the University as a result of this loan, demonstration, testing, and/or evaluation, shall be through standard competitive purchasing processes.

The Vendor agrees to indemnify and hold harmless The State of Iowa, The Iowa State Board of Regents and The University of Iowa, for any and all damages or loss resulting from any and all acts or omissions of the Vendor, their representatives, officers, agents, employees of Vendor or any third party, or any defects in design, materials, manufacture or workmanship of any supply, material, mechanism or other product supplied by the Vendor or used in conjunction with the loan of the equipment to The University of Iowa.

Date: \_\_\_\_\_

**Vendor Information:**

Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ email: \_\_\_\_\_

**Vendor Approval**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_

**The University of Iowa**

**Requesting Department:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_

**Purchasing Department:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_