

**University of Oregon
Property Loan Agreement
Instructions**

A. Submission. Submit the completed Property Loan Agreement (“PLA”), all required attachments and PCS Intake Sheet to contract@uoregon.edu. The PCS Intake Sheet and accompanying instructions can be found at <http://pcs.uoregon.edu/content/forms>. Electronic submission is preferred. If submitting hard copies of the PLA through campus mail, send them to: Purchasing and Contracting Services, Attn: Contract Intake. However, the PCS Intake Sheet must always be sent electronically even if a hard copy of the Contract Intake Sheet and all the other documents are sent through campus mail.

B. Processing. PCS will review the PLA and accompanying documentation. If necessary, PCS will communicate any questions, revisions or concerns to the submitting department. If negotiations are required with the vendor, PCS is available to discuss the changes with the Lender or the department may maintain exclusive contact with the Lender at the department’s discretion.

C. Signatures. Once approved by PCS, the approved PLA will be emailed to the department with instructions that the department obtain the Contractor’s signature. If the Lender wishes to receive hard original copies of the PLA with blue ink signatures, PCS will be happy to oblige. Once the PLA has been executed, please provide PCS with a copy of the fully executed contract.

D. Form Completion. In general, for each form field, highlight the default text instructions and fill out all details according to the instructions for each such field. Make sure all default text instructions and fill out all details are deleted in the completed form

D1. 1st Paragraph - Lender Name and Address. Insert the Lender’s complete, legal name and full address. The legal name is the name of the individual loaning the property if Lender is a sole proprietorship or individual. If Lender is an entity of any type, Lender’s full legal name is the name published on the website of the secretary of state in the state in which the entity is incorporated or organized. DO NOT USE ABBREVIATIONS. If the Lender would like to provide it’s “doing business as” (dba) name, you must use the Lender’s full legal name then you may insert its dba after Lender’s legal name (*E.g. ABC Company, Inc. dba The ABCs*). Directly after the Lender’s name, insert the full address of the Lender. This is the address where all notices and other communications under the Agreement will be sent.

D2. 1st Paragraph – Department Name and Address. Insert the name of your department and its full mailing and physical address. This is the address where all notices and other communications under the Agreement will be sent.

D3. Recital A and Section 1.1 - Attachment A. Using the template in Attachment A (located at the end of the PLA), create a detailed list of all items which will be loaned to University. This list must include enough information to sufficiently identify each of the items being loaned to the University. No additional terms or conditions may be added to Attachment A. Attachment A is solely used to identify the property loaned. Such identifying information may include the following:

- a. Names of the items
- b. Year / make / model of the items

- c. Pictures
- d. Serial numbers
- e. Identifying features
- f. Resale value

D4. Section 2 – Term. Insert the beginning and ending date of the loan of the property in the appropriate field in this section. This is required. The effective loan beginning date will be the date the Lender is expected to loan the property to University. The effective loan end date will be the date University is expected to return the loaned property to the Lender.

D.5 Section 4 – Payment.

Check the 1st box if University is not required to make any payments to Lender for the loan.

Check the 2nd box if University will pay Lender for the loan and fill in the total amount to be paid under the Agreement. Next, check either the 3rd or 4th box to provide whether payment will be made in a single payment (3rd box) or multiple payments (4th box.)

D6. Section 6 – Special Handling Instructions.

Check the 1st box under this section if the Lender does not required any special handling instructions. Next, insert “N/A” at the top of Attachment B.

Check the 2nd box under this section if the Lender requires University to follow any special handling instructions. Next, complete **Attachment B** so that it lists all special handling instructions. Attachment B is optional. Attachment B is only used if Lender requires special handling instructions. No terms or conditions other than special handling requirements may be inserted on Attachment B.

D7. Section 7.1 – Delivery to University.

Check the 1st box if Lender is responsible for delivering the Property to University.

Check the 2nd box if University is responsible for arranging for delivery of the Property to University.

D8. Section 7.2 – Pick up and Return to Lender.

Check the 1st box if Lender is responsible for arranging for the return of the Property at the end of the Agreement.

Check the 2nd box if University is responsible for arranging for the return of the Property to Lender at the end of the Agreement.

D9. Section 8 – Insurance.

Check the 1st box if University will not obtain insurance coverage for the Property.

Check the 2nd box if University will obtain insurance coverage for the Property. **NOTE:** you may not purchase insurance – if you wish to obtain insurance coverage for the Property, please contact PCS.

E. Contracts Manager's Signature. Unless PCS has approved Level 2 Contracting Authority (L2SA), PCS execution of the Contract must be obtained prior to the loan of the property (See Section C above).