

Appendix A

Letter Template for the Loaning of Assets

DATE NAME
DEPARTMENT
MCMASTER UNIVERSITY
1280 Main Street West
Hamilton, ON L8S 4K1

NAME,

You are permitted to transport EQUIPMENT, off site for the purpose of carrying out McMaster University work. Please ensure the following:

1. That the EQUIPMENT [e.g. laptop] is clearly marked with the department provided number/ identifiable security number and it is recorded on the departmental inventory for capital equipment.
2. That the EQUIPMENT is kept with you or is secured in a restricted manner. Please do not leave the EQUIPMENT unattended. Of particular notation, you are requested not to store valuables within a vehicle but secure in the trunk if required to transport. Do not leave in a vehicle overnight.
3. Any issue regarding damages or theft of this property is immediately reported to the Supervisor of DEPARTMENT and the procedures specified under the McMaster University Insurance and Protection of Moveable Assets program are followed to include reporting to Security Services.

If you require any clarification regarding this letter, please let me know.

Sincerely,

Name of department Supervisor
Title
Department Name
Extension