

Date

MEMORANDUM

TO: _____ (University Dean, Department Head or Director)

FROM: _____ (Person or Entity Loaning the Item)

RE: **Loan to Virginia Tech**

This letter documents that I am loaning to Virginia Tech the items listed below, with their estimated value:

These items will be returned to me by _____.

By the signing for receipt of this letter Virginia Tech has care custody and control of the property and provides wall to wall insurance (if fine arts) coverage on the items listed.

Received

Cc Risk Management (Optional)