

## LOANS BETWEEN INSTITUTIONS

Any items loaned to other institutions must have prior approval from the OHSU Comptroller or Associate Hospital Director. All items loaned must be verified and accounted for at the time of physical inventory. Loaned equipment remains the responsibility of the original department.

To ensure adequate insurance coverage and an appropriate method to track OHSU owned assets on loan to other institutions it is mandatory that the department fill out and submit to Capital Accounting a "Loans Between Institutions" form found at [http://www.ohsu.edu/xd/about/services/financial-services/forms/forms-policies.cfm#CP\\_JUMP\\_122730](http://www.ohsu.edu/xd/about/services/financial-services/forms/forms-policies.cfm#CP_JUMP_122730).

Assets that are purchased using OHSU funds or funds from a granting agency where OHSU retains ownership that are purchased for other researchers in collaboration with OHSU are subject to the requirements listed above. This is regardless of the length of time or if the intention is to allow the researcher to use the asset throughout its useful life. These items are added to departmental inventory and tracked via the 99 location code identifying these assets as on permanent loan.

Upon receipt of the form, Capital Accounting will update the database to reflect the new location of the asset. After the asset has been returned to OHSU, the custodian of the equipment will need to provide documentation to Capital Accounting indicating the date the asset was returned to OHSU and the new location for the asset by building and room number.

Any equipment that houses patient or research data will need to be examined by ITG before leaving OHSU to ensure that HIPAA regulations are met and the interests of OHSU are protected.

## INSTRUCTIONS

1. Complete the Loan Between Institutions Form.
2. Submit the form to Capital Accounting at Mail Code AD201