



DELAWARE STATE UNIVERSITY

OFFICE OF FACILITIES MANAGEMENT

1200 N. DuPont Highway
Dover, Delaware 19901-2277

RE: MOVING SUPPLY RENTAL AGREEMENT

Provided Supplies			
Quantity	Description	Photo	Replacement Cost
(28)	12 Gallon Poly Moving Tote		\$10/each

The items above have been borrowed from the Facilities Management Department (FMD) of the Delaware State University. This agreement holds the Responsible Department liable for the terms and conditions below:

Responsibility of Facilities Management Department: With a valid work order submitted, the Facilities Management Department (FMD) will deliver Provided Supplies to the Responsible Department in good operating condition and free of damages (excluding cosmetic defects). Following the moving activities, the FMD will pick up Provided Supplies upon submission of a valid work order.

Responsibility of the Responsible Department: The Responsible Department will be responsible for reporting defects or discrepancies in Provided Supplies to the FMD within 24 hours after the Responsible Department receives the Provided Supplies. If the Responsible Department fails to inform the Owner in such time, the Provided Supplies shall be deemed to be received by Responsible Department in good condition and Responsible Department shall be responsible for any damages to the Provided Supplies during the Rental Period. Upon completion of moving activities, it will be the responsibility of the Responsible Department to submit a work order to have moving supplies returned back to the Facilities Management Department, in good operating condition and free of damages (excluding cosmetic defects) within (5) business days, otherwise the Department will be charged for the Replacement Costs associated with the Provided Supplies.

Delivered by: _____ Date _____

Responsible Department: _____

Responsible Personnel: _____
(Dean/Chair/Director) Printed Name

Signature Date