

MEMORANDUM

TO: Director of Procurement Services

FROM: _____
 (Name of individual making request)

DATE: _____
 (Date this form is completed)

SUBJECT: Approval to Evaluate Capital Equipment

Requesting Department: _____
 (Full name of department requesting the equipment evaluation)

Contact Person: _____ Ext: _____
 (Person who can answer questions regarding equipment)

University of Memphis requires the approval of the Procurement Services director prior to accepting any equipment for evaluation. The equipment described herein is requested for evaluation subject to the following conditions:

PROVIDE DESCRIPTION OF EQUIPMENT (complete description):

MANUFACTURER AND/OR DEALER:

Dates of Evaluation:

Delivery Date: _____ (must be after this request has received approval)

Removal Date: _____ (should be no more than thirty days after delivery date)

HOLD HARMLESS:
 Vendor will indemnify, save harmless, and defend the University of Memphis (including the Board of Visitors and employees) against any and all liability, claims, and costs of whatsoever kind and nature for injury to or death of any person or persons and for loss or damage to any property occurring in connection with or in any way incident to or arising out of the occupancy, use, service, operations, or performance of work in connection with this agreement, resulting in whole or part from negligent acts or omissions of its employees, agents, or representatives. Through signature of their agent, the vendor agrees this equipment is placed without obligation to the University of Memphis and the receipt of these materials in no way represents an endorsement or commitment to purchases. Vendor shall obtain and maintain for the term of this evaluation, casualty property damage insurance against risk of loss or damage to the equipment.

This Agreement may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument. In the event that any signature is delivered by facsimile transmission or by e-mail delivery of a “.pdf” format data file, such signature shall create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or “.pdf” signature page were an original thereof.

_____ VENDOR NAME	_____ DATE
_____ VENDOR REPRESENTATIVE'S (AGENT) SIGNATURE	_____ DATE
_____ DIRECTOR OF PROCUREMENT SERVICES	_____ DATE
_____ PROCUREMENT SPECIALIST	_____ DATE