



FLORIDA STATE UNIVERSITY  
LOAN AGREEMENT  
FOR

SHORT TERM EVALUATION AGREEMENT OF PRODUCTS AND SERVICES

Using this written agreement and no other, departments may, if absolutely necessary, enter into short term loan agreements with vendors, in order to evaluate new products or services. Products and services include, but are not limited to equipment, computer hardware and software, including web-based or "cloud" products.

This equipment evaluation agreement dated \_\_\_\_\_ between \_\_\_\_\_ (hereinafter referred to as the Vendor) and \_\_\_\_\_ a representative acting on behalf of the FSU Board of Trustees, a Public Body Corporate of Florida. This agreement establishes the terms and conditions by which the Vendor will loan equipment for testing, demonstration and/or evaluation purposes only.

**I. Terms and Conditions**

\_\_\_\_\_ (Company Name) agrees to loan this equipment to the University, without obligation or cost, for testing, demonstration and/or evaluation purposes only, and with the full understanding that there is no commitment or certainty to purchase the equipment will be purchased, or if purchased, there is no certainty that the university will buy from the company loaning the equipment. University Operating Procedures on seeking competitive price quotes will be followed. The University Purchasing Services, not the ordering department, is responsible for selection of the vendor. During this trial period, the University will evaluate/test/demo the equipment for *(State purpose/intent)*:

If Florida State University, in its sole discretion, decides to purchase the equipment we will do so by issuing a Purchase Order to the company awarded a contract, pursuant to our operating procedures, which may include securing price quotes or a formal competitive solicitation of bids. At that time new terms and conditions will be set forth and new equipment shall replace the loan equipment or a discount for said equipment shall be negotiated as used. The University does not cover any changes made (verbally); all changes must go through the official process and result in the supporting PO/Change order documentation.

**II. Equipment Description**

Item Description (Including Mfg's. Name)	Item Model #	Serial #	Value \$
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

