ASSET LOAN

Asset Loan Renewal/Return

To extend an equipment loan or return equipment from loan status, you will choose either **renew** or **return** link from the Actions column of the Asset Lookup results table.
For Equipment Loan Renewal you should see the screen below.
You will need to complete the Description field and Update the Expected Return Date.

**Note:** Expected Return Date can be up to 2 years from today’s date

For Equipment Loan Return you should see the screen below.
You will need to complete the Description field and Update the Loan Return Date.

**Note:** Loan Return Date cannot be after the Expected Return Date

Click on submit when you are finished.