

MEMORANDUM

Date: October 10th, 2023

To: Dr. Hassan Bazzi, Director of Special Laboratories
Agricultural Research Institute, Hadley Hall, Room 1401

From: John Doe, Laboratory Technician, Insect Diagnostic Laboratory
Agricultural Science Building, Room 3

Copy: Jim Beal, Research Associate, Insect Diagnostic Laboratory
Agricultural Science Building, Room 3

Subj: **Financial liability for borrowed equipment**

This memo is to inform you that Dr. Al Sampson, director of the Soil Science Center, Agricultural Science Building, Room 106, demands that we pay to replace a broken electrode for a borrowed PH meter. He also stated his expectation that we share the maintenance cost for equipment we regularly borrow.

Background

On Monday, October 9th, I borrowed a PH meter from the Soil Science Center. The PH meter did not provide any readings when I activated it, and my inspection revealed a hairline crack in the electrode. I did not admit fault, but I cannot prove that I did not break it. Dr. Sampson stated that his department was unaware of any problems with the meter until I reported the issue to his principal assistant, Mrs. Martha Jones. They want us to purchase:

Part: (1) Combination Glass Microelectrode, Catalog # 20725, for Holtzmann PH Meter

Price: \$93 plus shipping

Vender: Holtmann Instruments, Inc., Rockbury, NJ 00001

Concerns

Our department borrows more equipment than we loan out. If we begin paying for others' equipment, that could incentivize other departments to delay repairs on equipment they don't regularly use until we borrow from them and 'discover' it is broken. My other concern is that if our department refuses to pay and other departments stop loaning equipment, we might suffer more than others due to our greater reliance on borrowing. That being said, other departments, including Dr. Sampson's, borrow equipment from us. The equipment we regularly loan to others includes our spectrophotometer and fluorimeter.

Conclusion

I have sent a copy of this Memo to Mr. Jim Beal. He is waiting to carry out the purchase if you decide that our department will pay for the repair. Dr. Sampson expects us to pay for this and future repairs for equipment that we borrow. I am standing by to answer any questions.