



**PROCUREMENT AND SUPPLIES PROFESSIONALS
AND TECHNICIANS BOARD**



GRADUATION GOWNS – LOAN AGREEMENT

This Agreement is made on _____ between the Procurement and Supplies Professionals and Technicians Board (PSPTB), hereinafter referred to as "PSPTB," and the undersigned individual, hereinafter referred to as "**the Borrower.**"

BORROWER DETAILS

Full Name: _____

CR Number: _____

Graduation Program; _____ (DP, GP, CPSP)

Employer's or Home Address _____

Telephone: _____

TERMS AND CONDITIONS:

1. **Loan of Graduation Gown:** The Borrower acknowledges receipt of one (1) graduation gown, cap and its Scalf from the Board for use during the 14th PSPTB Ggraduation ceremony held on 25th October, 2025.
2. **Return Obligation:** The Borrower agrees to return the graduation gown in good condition to the PSPTB office in Dar Es Salaam not later than three (3) days from 25th October, 2025 the date of the ceremony.
3. **Late Return Penalty:** Failure to return the gown by the stipulated deadline will result in a penalty of TZS 50,000.00 per day, commencing from 30th October, 2025 until the gown is returned in acceptable condition.
4. **Extension Request:** Any request to extend the period of retention of the gown beyond the stipulated return date must be submitted in writing to the PSPTB Executive Director for approval before lapse of the stated deadline.

5. **Disciplinary Action:** Failure to comply with the return obligation or approved extension may result in disciplinary action by the Board, including but not limited to fines, restrictions on future participation in Board activities, or other measures as deemed appropriate.
6. **Condition of Gown:** The Borrower is responsible for ensuring the gown is returned in the same condition as received, barring normal wear and tear. Any damage or loss will result in additional charges as determined by the Board.

BORROWER'S ACKNOWLEDGMENT

I, _____ confirm that I have read, understood, and agree to abide by the terms and conditions of this Agreement. I acknowledge my responsibility to return the graduation gown as stipulated and accept liability for any penalties or disciplinary actions arising from non-compliance.

Signature of the Borrower: _____ Date: _____

ISSUING OFFICER

Issued by: Name _____ Date: _____ Signature _____

FOR OFFICIAL USE ONLY

Date of Return: _____

Condition of Gown: _____ (Good / Damaged / Torn) Gown

Accepted/Not accepted: _____

Reasons for non-acceptance (if applicable): _____

Board's Action/Fine (if applicable): _____

Name of Receiving Officer: _____

Date: _____ Signature _____