EQUIPMENT - Off Campus Use

Equipment may be removed from campus only for instructional, research, or administrative purposes. Use for personal reasons is not permitted.

Equipment to be used:

1. Description: __________________________________________

2. Asset Tag Number: ___________________________  3. Manufacturer: __________________________________________


6. Condition of the equipment: ___________________________  7. Value: $ __________________________

8. Department responsible for the equipment: __________________________________________

Person requesting equipment: ___________________________ Date: __________________________

Reason for request: __________________________________________

Date the equipment will leave campus: __________________________

Date the equipment will return to campus: __________________________

Location for the equipment while off-campus: __________________________________________

APPROVALS: As designated user, I hereby acknowledge responsibility for this equipment, and will maintain and secure so that it is returned on or before the indicated date in the same condition as when the equipment left campus. Any negligence, misuse, or loss makes me responsible for the repair or replacement of the equipment.

Designated user's signature: __________________________________________

Department Chairperson's approval: __________________________________________

Vice President's approval: __________________________________________

(needed only if value is over $500.00)

RETURN OF EQUIPMENT:

The equipment described above has been returned to (Building) __________________________ (Room) __________, and I resume responsibility for that equipment.

The condition of the equipment is the same as when it was removed from campus:

☐ Yes

☐ No (If NO, please explain)

Date: __________________________  Signature of Department Chairperson

DISTRIBUTION OF FORM: White: Original to Property Control Office; Yellow Copy: to Department Office; Pink copy: to Property Control after equipment is returned. Gold Copy: to User as authority to have equipment off-campus.