

Authorization Form for Off-Campus Use of University Property

Department _____

Property Tag _____ Description _____

Property Tag _____ Description _____

Property Tag _____ Description _____

Property Tag _____ Description _____

Date of Check Out _____

Date Property to be Returned _____

Justification For Using Property Off-Campus: (Additional Space on Reverse Side)

Specific location at which property will be used:

Signature of person using the property off campus:

_____ Date: _____

Signature of person authorizing the use of property off campus (typically Dept. Head):

_____ Date: _____

Signature of Fixed Asset Accountant:

_____ Date: _____

Forward Completed Form to:

Office of Business Operations
Attn: Fixed Asset Accountant
Gilchrist 103 Mail Code 0008