

# University of Utah

## Request to Use University Property Off-Campus

University Department: \_\_\_\_\_

Requesting Individual: \_\_\_\_\_

Off-Campus Location: \_\_\_\_\_

Description of Equipment: \_\_\_\_\_

Asset Number: \_\_\_\_\_

Intended Use: \_\_\_\_\_

### This Equipment Will:

- Be held at the above location for long-term use
- Be transported back and forth from the University to this location

### Responsible Person:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Authorization:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### NOTES:

- Please give this form to Robin Erhardt in the main office (401 MREB).
- A copy of this approval form will be sent to Property Accounting (411 Park) for the University records and State auditing purposes.
- The off-campus location will be subject to normal State and University inventory verification procedures.
- For inventory recording purposes the building and room location of the responsible individual should be listed rather than the location of the equipment.
- Property Accounting must be notified in writing within three (3) days of permanent return of the equipment.
- When equipment is removed from campus there is often an increased chance for loss, theft, or damage. Every reasonable precaution should be taken to protect the equipment.
- (Per PPM 3-040 Rev: 6 Section IV – I: 2-5)