

AUTHORIZATION FOR OFF-CAMPUS USE OF STATE OWNED PROPERTY

The state-owned equipment listed below is authorized for use at an off-campus site. Such use is for official state business and use of the equipment off-campus is deemed to be in the interest of the University and the State.

The Borrower agrees this equipment will be returned to the University on demand and accepts financial responsibility for the cost of replacement of the equipment if it is not returned for any reason. This Authorization is for Fiscal Year July 2009 to June 2010.

Authorization must be completed each Fiscal Year.

FAX completed form to **407-823-6455**

Note: This form must be completed and copies distributed PRIOR to items being removed from Campus. Further, the requestor shall have a copy of this form on his/her person when transporting this/these items.

Today's Date Office Phone # Home Phone # Employee ID#

Borrower-Print Do you intend to retain equipment more than thirty (30) days?
Yes _____ No _____

Date Borrowed

Off-Campus Address: _____
Work Address: _____
Purpose of Off-Campus Use: _____

Decal #	Description	Serial #, if applicable
4940	_____	_____
4940	_____	_____
4940	_____	_____

I hereby acknowledge receipt of the above listed property and agree to the terms stated above.

Borrower's Name Borrower's Signature Date

Supervisor's Name Supervisor's Signature Date

Department Head's Name Department Head's Signature Date

Upon return of this/these assets the supervisor will sign, date this form and forward to Property and Inventory Control.

Supervisor's Name Supervisor's Signature Date

New Location: _____

CC: Borrower
Department
Property Control