

## AUTHORIZATION FOR OFF-CAMPUS USE OF STATE-OWNED PROPERTY

*The state-owned equipment listed below is authorized for use at an off-campus site for official state business and 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 if not returned for any reason.*

This form must be completed and submitted PRIOR to items being removed from Campus. Further, the requestor shall have a copy of this form on his/her person when transporting. For assets over \$5,000, complete **Part 1** of this form and **email** it to [Property@ucf.edu](mailto:Property@ucf.edu) or click the submit button. When the item is **returned**, complete **Part 2** and **email** it to [Property@ucf.edu](mailto:Property@ucf.edu) or click the submit button. **Note: Authorization must be completed each Fiscal Year.**

### Part 1 – Authorization to Remove Asset Off-Campus

Today's Date	Office Phone #	Home Phone #	Employee ID#
Borrower-Print		Is the borrower a UCF Employee?	
		Yes _____	No _____
Date Borrowed	Expected Return Date of Asset		
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
Dept. Dean Director Chair (DDC) or Responsible Fiscal Officer (RFO) Name	Department DDC or RFO Signature	Date

### Part 2 – Return of Asset *(Part 2 must be completed and faxed upon return of the asset)*

Department DDC or RFO or Property Custodian (PCT) Name	Department DDC or RFO or PCT Signature	Date
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New Location: \_\_\_\_\_