

***Authorization For Off Campus Use of University Equipment***  
***[\(click here to open form\)](#)***

This form must be completed for each item of property that is removed from campus. Complete all requested information and obtain an authorization signature. The original form will be retained by the employee removing the property. Copies will be retained by the person authorizing the form and by the office where the property is normally kept. Equipment removed off campus designated facilities by an employee without property authorization on file may be held liable for damage or theft of University equipment.