University of Utah
Request to Use University Property Off Campus

University Department: __________________________________________________________
Requesting Individual: ___________________________________________________________
Off-Campus Location: ____________________________________________________________
Description of Equipment: ________________________________________________________
Asset Number: _________________________________________________________________
Serial 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 (Principle Investigator or Next Higher Authority):
Name: ________________________________________________________________________
Signature: _______________________________
Date: __________________________________

NOTES:
• Please give this form to the main office (401 MREB).
• For capital equipment ($5,000 or greater) a copy of this approval form will be sent to Property Accounting (416 Park) for the University records and State auditing purposes.
• For non-capital equipment ($1,000 - $4,999) this form is retained in the department.
• 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. If anyone should inquire about this equipment, they should show this form as documentation for approval of the off campus use.
• 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. Therefore, every reasonable precaution should be taken to protect the equipment.