

Cleveland State University
Property Control Department

**OFF-CAMPUS USE OF UNIVERSITY EQUIPMENT*
APPROVAL FORM**

The use of University equipment is permitted at off-campus locations when its use is related to an employee's professional responsibilities. Prior to removing any equipment from campus, this form must be completed and approved by the department head.

Equipment Description	Acquisition Cost	CSU Property Control No.	Equipment Serial No.	Off-Campus Location	Expected Date of Return	Date Returned

Are any of the above items funded by a Federal Grant? Yes No

In accordance with applicable University policies, the above listed items will be removed from campus on _____ and returned by the dated noted above. Any cost related to the repair or replacement of above described items will be paid by (check one option):

- Employee
- Department
- Other (describe any shared responsibility, such as 50/50, etc.): _____

I certify that the above listed equipment will be used for purposes related to my professional responsibilities at the University, that these items will be returned to the University on or before the date(s) indicated above, and that I agree to pay for any damages or replacement costs up to the limit indicated above.

Employee Signature: _____ Date: _____
Employee Name: _____ Department: _____ Telephone: _____

I certify that the above listed equipment is University property assigned to the department and that off-campus use of this equipment will not limit any ongoing campus-based research, teaching or service activities, and that the department will pay for any damages or replacement cost up to the limit indicated above.

Department Head Signature: _____ Date: _____
Department Head Name: _____ Department: _____ Telephone: _____

Additional Authorization (if required):

Employee Signature: _____ Date: _____
Employee Name: _____ Department: _____ Telephone: _____

INSTRUCTIONS:

If equipment will be off-campus for one academic term or less, an original of this form shall be kept on file in the department and another original or photocopy with original signatures shall be retained by the individual authorized to take the equipment off campus. This photocopy shall remain with the equipment all times to show proof of authorization. When equipment is returned, all forms may be discarded.

If equipment will be off-campus for more than one academic term, the original of this form shall be kept on file in the department, one photocopy shall be sent to Property Control, Plant Services Bldg., Room 201 and another original or photocopy with original signatures shall be retained by the individual authorized to take the equipment off campus. This photocopy shall remain with the equipment at all times to show proof of authorization. When equipment is returned, an original shall be updated with the date of return and a photocopy of the updated form shall be sent to Property Control.

Please direct any questions concerning off-campus use of equipment to Property Control at Ext. 2006 or 2007.