

M18: Off-Campus Equipment Use Contract, 1112

Effective Date: 4/27/05

Prior Date: 1/03/05

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Purpose and Scope	Authority and Responsibility	Reference
Definitions	Instructions: Off-Campus Equipment Use Contract	Form Acquisition
	Facsimile: Off-Campus Equipment Use Contract	Questions

Purpose and Scope

The *Off-Campus Equipment Use Contract* (1112) enables Property Control to maintain current status and location information required to effectively control all University property taken off-campus.

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Authority & Responsibility

1. The individual taking the equipment off campus (user) prepares the form, obtains the signature of the fiscal agent and forwards the form to Property Control.
2. The fiscal agent forwards a copy of the form to Property Control upon the return to campus of the equipment
3. The user agrees to take full responsibility of equipment as well as financial responsibility.
4. The Director of Auxiliary Services advises the Controller's Office Procedure and Systems Analyst whenever changes to this procedure occur.

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Reference

Fiscal Agent Handbook, H4: [Off Campus Use of Property](#)

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Definitions

None

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Form Acquisition

Off-Campus Equipment Use Contract forms are printed from the Printable Forms section of the [Controller's Office Resources](#) web site.

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Form Instructions

Item

Description

- 1 Date: Enter the date the document is prepared.
- 2 Initial Authorization & Re-authorization: Check the appropriate box.

If property must be used off campus for more than one year, a new *Off-Campus Equipment Use Contract* must be filled out each year and approved with the re-authorization box checked.

Exception: the form for laptops, digital cameras and personal electronic devices will be valid from the initial approval until the equipment is returned to the department for reassignment or returned to Property Control. Upon receipt of replacement devices, a new contract must be filed with Property Control.

- 3 From: Enter the name and number of the account that holds the fiscal responsibility for the equipment being released.
- 4 To: Enter the name of the individual responsible for the equipment while off campus.
- 5 Location: Enter the number of the room that the equipment resides in prior to the move.
- 6 Address: Enter the actual address where the equipment will be housed while off-campus.
- 7 Date of Move: Enter the date the equipment will be moved off campus.
- 8 Expected Return Date: Enter the date that the equipment is expected to be returned to campus.
- 9 Tag Number: Enter tag number assigned to the equipment by Property Control.
- 10 Description: Enter a physical description of the equipment to be moved.

- 11 Serial Number: Enter the manufacturer's "serial" number. The "serial" number assigned by the manufacturer should not be confused with the "tag" number assigned by Property Control.
- 12 Signature of User and Date: The individual responsible for the equipment while off campus signs and dates the form here.
- 13 Justification for Off-Campus Use: Enter a statement explaining the reason for the transfer off campus.
- 14 Fiscal Agent: The fiscal agent authorizing the transfer off-campus signs and dates the form here. Unnecessary if the Vice President or Dean signs the form.

Note: The fiscal agent's signature must be on file with the Controller's Office. Unauthorized signatures will result in the return of the document.

- 15 Vice President/Dean: The Vice President/Dean to whom the fiscal agent has a reporting relationship signs and dates the form here. Unnecessary if the fiscal agent signs the form.
- 16 Return Verification: The fiscal agent, upon return of the equipment, signs the form and enters the date the equipment was returned to campus, and the location/room number where the equipment was returned.
- 17 Location/Room Number: Enter the location/room number of the fiscal agent.

A copy of the approved contract is forwarded to Property Control, phone extension 5132.

After the equipment has been returned to campus and the return verification has been made, a copy of the contract with the return verification signature is forwarded to Property Control by the fiscal agent.

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Facsimile

OFF-CAMPUS EQUIPMENT USE CONTRACT

DATE (1)

(2) Initial Authorization
 Re-authorization

FROM: ACCOUNT NAME AND NUMBER (3)
Location (5)

TO: USER'S NAME (4)
Address (6)

Date of Issue (7) Expected Return Date (8)

TAG NUMBER (9)	DESCRIPTION (10)	SERIAL NUMBER (11)

I UNDERSTAND AND AGREE THAT I WILL TAKE FULL RESPONSIBILITY FOR THE EQUIPMENT LISTED ABOVE, AND THAT I WILL BE HELD FINANCIALLY RESPONSIBLE IF THIS PROPERTY IS NOT RETURNED WITHIN ONE YEAR.

(12) SIGNATURE OF USER DATE

Justification for Off-Campus Use: (13)

FISCAL AGENT (14) YES/PRESENT / LEARN (15)

RETURN CERTIFICATE (16)
SIGNATURE FISCAL AGENT DATE
(17) SOCIAL SECURITY NUMBER

FOR PROPERTY CONTROL USE ONLY
COMPLETION YES NO
PROPERTY CONTROL OFFICER'S SIGNATURE DATE

DISTRIBUTION: WHITE: PROPERTY CONTROL
CARBON: USER
PINK: FISCAL AGENT TO BE RETURNED TO PROPERTY CONTROL UPON EQUIPMENT RETURN AND CONFIRMATION

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Questions

Questions should be directed to Property Control, D-006, phone extension 5132.

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