



University of Utah Request to Use University Property Off Campus

University Department: _____

Responsible individual requesting off campus use of equipment:

Off Campus Location: _____

Description of Equipment: _____

Asset Number(s): _____

This equipment will:

- A. Be held at the above noted location for long-term use.
- B. Be transported back and forth from the University to this location throughout the year.

Responsible Individual

Signature of Responsible Individual

Date

Principal Investigator or Next Higher Authority

Signature of Principal Investigator
or Next Higher Authority

Date

NOTES:

1. A copy of this approval form must be sent to Property Accounting, 416 Park, for the University records and State auditing purposes for capital equipment (acquisition cost \$5,000 or greater). For non-capital equipment (acquisition cost \$1,000 – 4,999.99) retain the form in the department.
2. The off campus location will be subject to normal State and University inventory verification procedures.
3. For inventory record 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.
4. Property Accounting must be notified, in writing, within three (3) days of permanent return of the property to Campus.
5. When equipment is removed from campus, there is often an increased chance for loss—especially theft. Therefore, every reasonable precaution should be taken to prevent damage or loss to that equipment.