

## **When to use off campus authorization form:**

When equipment is located somewhere other than a University Site.

For equipment with an acquisition cost \$5,000 or greater, send the completed form to Property Accounting, 416 Park Building and keep a copy in the department.

For equipment with an acquisition cost \$1,000.00 - \$4,999.00, **retain the completed form in the department.**

### **EXCEPTION:**

If the equipment is a departmental laptop that is used by many individuals, a check out sheet is to be kept by the department, instead of sending an individual form to Property Accounting. This check out sheet must contain the asset #, serial #, and a signature of the responsible person. When it is returned, a signature of the person who verified its return is required.