

OFF-CAMPUS USE OF U-M PROPERTY

Employees with regular appointments and students with class requirements can use university equipment at off-campus locations whenever it will benefit U-M's teaching, research, administration, and patient care.

TO MOVE EQUIPMENT OFF-CAMPUS

- Obtain the approval of the department head who is responsible for the equipment and has higher administrative authority than the requestor
- Complete the [Request for Removal and Use of University Equipment Form](#)

User Procedures:

- Submit a Request for Removal and Use of University Equipment Form to the department head responsible for the equipment.

Department head procedures:

- Complete the authorization section of the Request for Removal and Use of University Equipment Form.
- Give a copy of the form to the user.

If the equipment is to be removed for more than five working days:

- Send the original of the Request for Removal and Use of University Equipment Form to Property Control if for equipment valued \$5,000 or above and/or federally funded.
- When equipment is returned, complete the return section of the form and send a copy to Property Control.

If the equipment is to be used for five working days or less:

- Retain the original of the Request for Removal and Use of University Equipment Form in the department.
- Complete the return section of the form and retain in department files for two years.
- Notify Property Control of any damage to the equipment.
- Notify the [Division of Public Safety and Security](#) of any loss of equipment as required by [Standard Practice Guide \(SPG\) 510.01](#) Public Safety and Security Services.

Damaged or Lost Equipment:

- **Damaged** - department heads must notify Property Control when equipment — valued at \$5,000 and greater, and federally funded — is removed and returned or if the equipment is damaged.
- **Lost or Stolen Equipment** - department heads must notify the Division of Public Safety and Security when equipment is lost or stolen per the [Standard Practice Guide \(SPG\) 510.01](#). [Public Safety and Security Services](#).