

OFFICE OF PROPERTY CONTROL  
7137 Wolverine Tower  
3003 South State Street  
Ann Arbor, MI 48109-1273  
(734) 764-6251  
property.control@umich.edu

## 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.

### Requestor Procedure:

- 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](#) and submit to the department head responsible for the equipment.

### Department Head Procedure:

- 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:*
  - If the equipment is valued at \$5,000 or above and/or federally funded, send the original of the Request for Removal and Use of University Equipment Form to Property Control. Retain a copy of the form in departmental files.
  - When the 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 departmental files for two years.

### Damaged or Lost Equipment:

- *Damaged Equipment* - If equipment is valued at \$5,000 or above and/or federally funded, the department head must notify Property Control of any damage to the equipment.
- *Lost or Stolen Equipment* - Department head must notify the [Division of Public Safety and Security](#) of any lost or stolen equipment as required by [Standard Practice Guide \(SPG\) 510.01](#).