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.