

Request for Off Campus Use of University of Michigan Property

In accordance with U-M policy, faculty and staff members must receive authorization to remove U-M equipment from University buildings. This authorization must be approved by the department head who is of higher administrative authority than the requester. When properly completed, this form authorizes the removal and use of equipment as specified below.

Equipment Use: (Exclusively for business use)

Off-Campus Location: (address)				
Time Period:	From:		To:	

- Items with Asset Tags can not be removed from campus for more than 2 years -

Equipment to be Purchased or Removed:					
#	Item	Model	Serial Number	Asset Tag	Removed Purchased
01					
02					
03					
04					
05					
06					
07					
08					
09					
10					

REQUEST FOR REMOVAL AND USE OF UNIVERSITY EQUIPMENT

Agreement by Requestor:

I hereby request authorization to remove the equipment as specified above exclusively for business use. I agree that the equipment is my full responsibility and that I will provide reasonable care and security and return by the stated date.

Name	Unique ID	Title	Department ID	Date	Signature

Authorization to Remove and Use Equipment:

This request is hereby approved in accordance with Standard Practice Guide Section #520.1

Name	Unique ID	Title	Department ID	Date	Signature

If any of the equipment to be removed is valued at \$5,000 or greater or is sponsored titled, please return a copy of this form to property.control@umich.edu. (Item should have an Asset Tag)

To be Completed Upon Equipment Return:

I hereby acknowledge the return of the above described equipment in satisfactory condition.

Name	Unique ID	Title	Department ID	Date	Signature

Return Location: (address)