



### OFF-CAMPUS EQUIPMENT FORM

This form is used when equipment with an original value of \$10,000 or more (\$5,000 or more if purchased FY17 or prior) is moved off campus.

***Please provide all of the following information:***

Department or Organization responsible for equipment	ORG Number	Date	Authorized Signature (If signing electronically, please sign after form is complete)
Name of person taking custody of equipment		Date	Signature*
Return form to General Accounting Office, Campus Box 44. For questions, please contact the Capital Accountant 1-1827.			IM&T authorized signature (for computer equipment)

\*Individuals who are taking equipment off campus assume the risk of loss, and may be held liable for the replacement cost of equipment that is lost, stolen or damaged. Your signature on this form is acceptance of the risk and responsibility for the safekeeping of this equipment.

Property Tag #	Description	Serial #	Address where equipment will be located