

Capital Equipment Asset Off Campus Request Form

Route this form to: Inventory Services Suite 4 WBOB West Bank Campus Mail Fax 612-626-8220	U Wide Form: UM 1677 Rev: 01/27/09
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Use the form when capital equipment assets will be used at an off campus site.

INVENTORY SERVICES (612) 626-8222

REQUEST TO TAKE EQUIPMENT OFF CAMPUS

Date Taken _____
Anticipated Return _____ **OR indefinitely**
Actual Return Date _____
Returned to Bldg./Room _____
User Name _____

DEPARTMENTAL REASON FOR REQUEST

PROPERTY DETAIL (use additional page if necessary)				CHECK IF BOUGHT ON SPONSORED FUNDS
Asset Tag No.	Serial No.	Model No.	Description	
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Property Disposal Recommendation – Inventory Services

CUSTODIAL RESPONSIBILITY: Department Name _____ Dept. ID# _____

Requested By _____ **Phone No.** _____ **Date** _____
 (Please Print)

Building _____ **Room #** _____

APPROVALS: (Requester should obtain signature on top line below)

Administrator _____ **Date** _____

Office of the Controller _____ **Date** _____

Mail to: Inventory Services, Suite 4 WBOB, West Bank Campus Mail or Fax to: 612/626-8220