



University Services & Property Management
Room 15 PSS, Rochester, Michigan 48309
(248) 370-4220 Fax (248) 370-4544

To: _____

From: _____

Re: Request to take equipment off campus

Date: _____

In accordance with the university policy regarding the removal of equipment from campus, (see Policy 360 Property Management).

I request permission to take the following equipment off campus:

Description of Equipment _____

Serial number(s) _____

OU Inventory number(s) _____

Where will the Equipment go?: _____

Dates of Usage: from: _____ to: _____

Signature of User _____ Printed Name of User _____

User Department _____ User Phone Number _____

Approved:

Department Head _____ Date _____

School Dean or Divisional VP _____ Date _____

Laptops, iPads and tablets are excluded from this requirement.

See OU AP&P #1050 Risk Management/Insurance Policies and Procedures for insurance implications related to Off Campus use of Property.