



SAVANNAH STATE UNIVERSITY

**Business Services Unit
Property Control**

Off-Campus Use Of University Assets/Equipment Release Form

Department:	Today's Date:
Borrower's Name (print):	<i>Borrower's Signature:</i>
Date of Release:	Date Due Back:
Off-Campus Location	
Address Line 1:	
Address Line 2:	
City/State:	
Home Phone:	Work Phone:
<i>Signature of Dean or Executive Officer:</i>	

EQUIPMENT DESCRIPTION	MANUF	MODEL#	SERIAL#	BAR CODE#

OFF-CAMPUS USE OF UNIVERSITY ASSETS/EQUIPMENT

As a general policy, University property should not be removed from University premises. On rare and infrequent occasions, a piece of University equipment (\$3K & over) may be needed for use at a non-University location. Should there be a compelling and urgent need for University equipment to be removed from University premises; permission for such removal should be obtained from the appropriate Dean or Executive Officer. In addition, all equipment should be accounted for on the University's inventory records before it is allowed off the campus. *If an item is new and has not yet been recorded, Property Control personnel should be contacted to add the item to the University's inventory records prior to removal.*

Please be aware that the University does not have an all inclusive theft/loss policy on equipment off campus. The user is responsible for equipment in their care and may want to review their home owner's insurance or renter's insurance policy to make sure they are adequately protected.

It is the responsibility of the borrower/department to notify Property Control when the equipment is returned to the University premises.

Please return completed form to: **Logistical Services ~ Property Control, Box 20419**