



REQUEST FOR AUTHORIZATION TO USE UNIVERSITY TANGIBLE PROPERTY AT A NON-UNIVERSITY LOCATION

Property Inventory 101 Rider Building

Purpose: This form is used to request authorization for temporary transfer of University tangible property to a non-University location. When the tangible property has a University Property Inventory tag and the transfer period is in excess of 30 days, photocopies three and four of the form are also required. The third copy is forwarded to Property Inventory at the beginning of the transfer period and the fourth copy is forwarded to Property Inventory when the tangible property is returned.

Employee Name: \_\_\_\_\_

PSU ID #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

TANGIBLE CAPITAL ASSET DESCRIPTION: NOTE: The capital tangible asset must be tagged with a PSU inventory tag before it is moved to the non-University location. If multiple items to be moved, create a spreadsheet containing all information from within this section (tag number, serial number, item description, and how item will be used) and attach when submitting this form.

PSU Inventory Tag Number: \_\_\_\_\_ Serial Number: \_\_\_\_\_

Item Description:

Description of how items will be used: [ ] Research [ ] Instruction [ ] Administration [ ] Service [ ] Other (Explain)

Explanation:

TANGIBLE ASSET LOCATIONS AND DATES OF TRANSFER
FROM
Department: \_\_\_\_\_
Business Area #: \_\_\_\_\_
Building/Room: \_\_\_\_\_
Campus: \_\_\_\_\_
TO: [ ] Leaving Continental United States (see Policy AD89 University Export Compliance)
Location: \_\_\_\_\_

TRANSFER PERIOD:
From: \_\_\_\_\_ To: \_\_\_\_\_

TANGIBLE NON-CAPITAL PROPERTY DESCRIPTION: NOTE: If multiple items to be moved, create a spreadsheet containing all information from within this section (tag number, serial number, item description, and how item will be used) and attach when submitting this form.

Serial Number: \_\_\_\_\_

Item Description:

Description of how items will be used: [ ] Research [ ] Instruction [ ] Administration [ ] Service [ ] Other (Explain)

Explanation:

TANGIBLE PROPERTY LOCATIONS AND DATES OF TRANSFER
FROM
Department: \_\_\_\_\_
Business Area #: \_\_\_\_\_
Building/Room: \_\_\_\_\_
Campus: \_\_\_\_\_
TO: [ ] Leaving Continental United States (see Policy AD89 University Export Compliance)
Location: \_\_\_\_\_

TRANSFER PERIOD:
From: \_\_\_\_\_ To: \_\_\_\_\_

**REQUEST FOR AUTHORIZATION TO USE UNIVERSITY TANGIBLE  
PROPERTY AT A NON-UNIVERSITY LOCATION**

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**REQUEST:**

*NOTE: Proxy signatures are NOT permitted on this form*

I request permission to relocate the tangible property listed above to the specified non-University location, and I agree to exercise due diligence in caring for this tangible property during the time it is assigned to me. I further agree that this tangible property will be used in the conduct of the University programs and activities stated above and will only be located at the address indicated. In the event of loss of, or damage to, the equipment, I will report the circumstances of that loss or damage to my supervisor immediately. If the University determines that damage, loss, or theft occurred due to my intentional act, neglect or abuse, or because of my failure to follow University policies or departmental procedures, including this agreement, I understand I will be held responsible for replacement or payment of repairs. I agree to return this tangible property in good condition to the University premises from which it was transferred, either upon demand on or before the end of the authorized transfer period.

Requesting Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**RECOMMENDATION:**

I recommend that this request be authorized.

Employee's Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**AUTHORIZATION:**

In accordance with University Policy FN14 Use of University Tangible Non-Capital Property, Capital Property, Supplies, and University Services, permission is granted for the above named University employee to move the above listed tangible asset to the indicated non-University location where it is to be used only for the University programs and activities as stated above.

Budget Executive's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**RETURN:**

The tangible asset listed above was returned to me in good condition.

Employee's Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**PROPERTY INVENTORY'S USE ONLY**

OC Form # \_\_\_\_\_  
Comments: