



UNIVERSITY  
OF MANITOBA

## Financial Services

Capital Asset Management  
Rm 416 Administration Bldg.  
Winnipeg, Manitoba  
Canada R3T 2N2  
Tel. (204) 474-6321  
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### EQUIPMENT OFF-SITE LOCATION RECORD

(If taken off-site from either Ft Garry or Bannatyne Campuses)

Department: \_\_\_\_\_ Date: \_\_\_\_\_

A) UM Property #(s): \_\_\_\_\_ Serial #((s)) \_\_\_\_\_

B) Detailed description of equipment:

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C) Name of staff member using the equipment:

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C) Off-Site Location of Equipment (must provide home address):

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D) Reason for taking the equipment off-site:

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#### Agreement:

This equipment is University-owned equipment and must be returned to the University of Manitoba when it is no longer required or when the staff member leaves the University. I also understand that any equipment taken off-site is the responsibility of the undersigned. This means that if the unit is broken (due to misuse) or stolen from a car or someone's home, they are responsible for replacement.

I understand and accept the above-noted agreement:

\_\_\_\_\_  
(Signature of Staff Member)

\_\_\_\_\_  
(Dean, Director or Department Head)

**Return to Teresa Albinet-Lecocq, Capital Asset Management**  
(please retain a copy for your records)