

Request for Off-Campus Use of Equipment

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MEMORANDUM						
To: Property Clerk, Property Section, Accounting Office						
From:						
Date:						
Subject: Use of University Equipment Off-Campus						
In accordance with The University of Memphis Procedure No. 2D:01:01H, paragraph B4, this memorandum is:						
Authorization for the U of M employee listed below to use the following equipment off-campus at the following location for University-related business only.			npus	Notification that the following equipment has been returned to campus and is now located in Bldg. #		
			I	, Room #		
Employee:	Department:					
Off-Campus Street Address:						
City:		State: Zi	p:			
Estimated Length of Time to Remain Off-Campus:						
Decal	Description			Model Number	Serial Number	
I, the undersigned, fully understand that University property removed from campus is not insured by the University while in transit or while in a private residence. I understand insurance at other locations may be provided under certain circumstances as outlined in The University of Memphis Procedure 2D:01:06A (Insurance: Property, Liability, and Other). I have also reviewed Procedure 2D:01:05A (Reimbursement and Responsibility for the Loss or Damage of University Property Due to Negligence). Authorization for use off-campus: Equipment returned to campus:						
Employee Signature Date			ite Employ	yee Signature	 Date	
Department Head		 Da	te Official	Acknowledging Return	Date	