

OFF-CAMPUS EQUIPMENT REPORT

REQUEST FOR AUTHORIZATION TO TEMPORARILY REMOVE EQUIPMENT FROM UNIVERSITY PREMISES

University of Kentucky policy sets responsibility for maintaining the official record of capital equipment in the office of Controller and Treasurer, and each University department is charged with responsibility for implementing internal controls designed to safeguard their capital equipment.

In keeping with this policy, capital equipment may not be permanently removed from University owned premises. However, capital equipment may be temporarily removed upon written justification, proper approval, and notification of the Office of Controller and Treasurer.

INSTRUCTIONS:

Use this form to request authority to temporarily remove capital equipment from University owned premises and to notify the Office of Controller and Treasurer. (Areas shaded in gray are for data entry use only.)

DEPT NUMBER _____ DEPARTMENT NAME _____

	PROPERTY NUMBER	DATE	DESCRIPTION	SERIAL NUMBER	
1 - 5	6 - 12	13 - 17			70 - 75
EQUC2					OFFCMP
EQUC2					OFFCMP
EQUC2					OFFCMP
EQUC2					OFFCMP

TEMPORARY LOCATION:

Street Address: _____ City: _____

County: _____ State: _____ Country: _____

JUSTIFICATION: (Include the specific dates of the period the equipment will be located off University premises.)

I accept full responsibility for the security and proper utilization of this equipment while at this temporary location.

 Signature of employee making request Phone: _____ Date: _____

 Approving Official Phone: _____ Date: _____
 Dean, Director, or Department Head

Date Equipment Returned: _____

 Receiving Official: _____
 Dean, Director, or Department Head