



Finance
**Off-Campus
Capital Asset Location Form**

Instructions

1. Complete Section One of this form. Org Unit should match the Org Unit listed on the P.O.
2. Signatures from the person using the equipment and the department head are required.
3. Follow the distribution list at the bottom of the form.
4. Complete Section Two of the form when the equipment is returned to campus and send department copy to Finance.

Section One P.O. Number _____ Org Unit _____

Serial Number _____

Fixed Asset Tag Number (if any) _____

Department Inventory Number (if any) _____

Equipment Description _____

Off-Campus Location

Name _____

Address _____

Postal Code _____

Telephone _____

Declaration: The undersigned agrees to use the equipment for University purposes only, assumes responsibility for reasonable care of equipment and agrees to return the equipment to the University in good working condition.

Signature _____

Date _____ Estimated
Removed _____ Return Date _____

Reason for Removal _____

Signature of Department Head _____

Section Two – Return to Campus

Building _____ Room No. _____

Condition of Equipment _____

Signature of Department Head _____

Distribution: 1 copy – Corporate Accounting, Finance, ECH

Retain – 1 copy in Department until asset is returned to campus, once asset is returned, complete Section Two and forward to Finance

1 copy – must stay with equipment for security purposes

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