



Michigan Tech

Michigan Technological University

REQUEST FOR USE OF UNIVERSITY PROPERTY OFF CAMPUS

Requested by: _____
(Name) (Dept. Name) (Index) (Bldg.)

I hereby request authorization to use the following Michigan Technological University property at:

_____ Dates: From _____ to _____
(Address)

Item#	Description of Property	Serial Number	Inv.# or PO#	Tag#
1)	_____	_____	_____	_____
2)	_____	_____	_____	_____
3)	_____	_____	_____	_____
4)	_____	_____	_____	_____

Purpose : This property will be used for _____.

I certify that the equipment listed above will be used for official University purpose. Damage or loss of this property must be immediately reported to Dean, Director, or Department Chair, and Financial Services and Operations. I hereby acknowledge the receipt of the above listed property and am aware of the responsibility for its location, care, and return. See below for notification of returned property.

Requestor: _____
(Signature) (Date)

Authorization: ***Permission is hereby granted to the person listed above for the off-campus use of the equipment listed.***

Approved: _____
(Dean, Director, or Department Chair) (Date)

Approved: _____
(Financial Services - Property Office) (Date)

Notification of Returned Property - The property listed above has been returned to the University and is located in:

Item# (from above)	Return Date	Location
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Equipment Coordinator Verification

Authorization: ***I hereby certify that all the property listed has been returned in satisfactory condition to the above locations.***

Equipment Coordinator: _____
(Signature) (Date)

Please send completed form to Financial Services and Operations