

Authorization for Off-Campus Use of Assets



Any equipment not located on campus requires department head approval. This includes research equipment and equipment purchased with professional expense.

Requestor _____ Employee ID _____

Campus Address _____ Department _____

Offsite _____ Date Out _____
Equipment _____
Location and _____
Address _____ Due Back _____

Equipment Description	Value (\$)	Serial Number	Date Returned	Receivers Initials

1. Is the equipment to be used for university sponsored activities? Yes No

2. Purpose and location of off-campus use

3. Notes or special instructions

I have received the above listed equipment in good condition. I agree to accept full responsibility for any loss or damage to it, and to immediately inform the department head of any loss or damage.

Requestor's Signature

I am aware of and approve the equipment's off-campus use. Department Head's Name

Department Head's Signature

Please keep a copy of this completed form for your records.
Please provide a copy of this form to the asset tracking administrator in Financial Services: finance@queensu.ca