

Off-Campus Use of Equipment Authorization

This form applies to all University and sponsor-owned equipment being temporarily removed from ASU, or which is permanently located at a site not owned or leased by ASU. **This authorization is valid for up to two years, but may then be renewed by submitting a new form.**

NOTE: If the equipment satisfies the capital equipment criteria as defined in [PCS 101](#), and a Property Control number is not affixed to the equipment, please contact Property Control immediately.

If capital equipment is listed, be sure to send a completed copy to Property Control in order to satisfy inventory requirements: Email - property-q@asu.edu | Campus mail - MC 5212 | Fax - 480-965-3442

Equipment Information:

ASU PC#	Description of Equipment	Serial Number	Model	Manufacturer	Condition

Equipment Location Information:

Complete Address / Site Description: _____
 Responsible Individual: _____ ASURITE ID: _____
 Signature: _____ Date: _____
 Department Name: _____ Expected Date of Return: _____

Authorization (Dean, Chair, or Department Head ONLY):

Name: _____ Title: _____
 Signature: _____ Date: _____

Fill out and submit the following section only ONCE THE EQUIPMENT HAS BEEN RETURNED TO ASU

Equipment Returned:

ASU PC#	Description of Equipment	Condition	NEW LOCATION

Confirmation (Dean, Chair, or Department Head ONLY):

Name: _____ Title: _____
 Signature: _____ Date: _____