



Off-campus use of equipment authorization

This form applies to all university and sponsor-owned equipment temporarily removed from ASU or permanently relocated to a site not owned or leased by ASU. This authorization is valid for up to two years and may be renewed by submitting a new form.

Note: Please [contact Property Control](#) immediately if the equipment satisfies the capital equipment criteria defined in [PCS 102](#) and a property control number is not attached to the equipment.

If capital equipment is listed, ensure you send a completed copy to Property Control to satisfy inventory requirements.

Equipment information

ASU property control number	Description of equipment	Serial number	Model	Manufacturer	Condition

Equipment location information

Complete address and site description

Responsible individual

ASURITE ID

Signature

Date

Department name

Expected return date

Authorization — dean, chair or department head only

Name

Title

Signature

Date



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Fill out and submit the following section only when the equipment has been returned to ASU.

Equipment returned

ASU property control number	Description of equipment	Condition	New location

Confirmation — dean, chair or department head only

Name

Title

Signature

Date

Please contact [Brandi Anderson, accounting manager](#), or [Charles Taylor, accountant senior](#), with questions or for more information.