



EQUIPMENT USE FORM

FSU policy [OP-D-2-F G](#) requires that this form be completed and properly approved prior to the removal of any capital property item from campus locations.

Capital assets removed for a period up to one year require authorization by the Department Property Manager while items removed for a period in excess of one year require authorization by the Property Manager's **and** the Vice President, Dean, or Director.

For items removed for a period up to one year, this form will automatically expire on June 30 of the fiscal year in which the form was completed.

For items removed for a period in excess of one year, this form does not expire; however, arrangements must be made for the item to be inventoried in each fiscal year that the item is located off campus.

Capital Property Items To Be Removed from University Premises for Official Purposes

Property Tag #	Description	Dept ID	Fund	Project ID	Removal Date	Return Date	Return Location

Address at which item(s) to be used:

Period of Use - From: To:

Purpose:

1. I certify that the equipment listed above will be used for an official university purpose and will be returned to the University as soon as the project is completed.
2. I hereby acknowledge receipt of the equipment listed above and accept full responsibility for its care and return. See below for notification of returned property.
3. I agree to reimburse the University for any damage or loss resulting from my negligence.

Signature of Requester -

Removal Authorization

Property Manager Signature (required for all items)

DDDH Signature (for removal in excess of one year)

Return Confirmation

I hereby certify that the capital assets listed above were returned on the date(s) and to the location(s) noted.

Signature of Property Custodian -

