



## OFF-SITE CAPITAL EQUIPMENT USE FORM

FSU policy [4-OP-D-2-F](#) requires that this form be completed and properly approved prior to the removal of any capital property item from campus locations. Off-Site equipment use forms are not required for assets leaving campus due to repairs or maintenance.

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 **and** the Vice President, Dean, or Director. Arrangements must be made for the item(s) to be inventoried in each fiscal year that the item(s) are located off campus.

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

Property Tag #	Serial #	Description	Dept ID

Address at which item(s) to be used:

Period of Use - From:  To:

Business  
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.
3. I agree to reimburse the University for any damage or loss resulting from my negligence.

Signature of Borrower -

Property Manager Signature (required for all items)

Sponsored Research Signature

(required for all items acquired through contracts/grants)

DDH Signature (for removal in excess of one year)

Research Foundation Signature

(required for all items acquired through Research Foundation)

\*\*\* Please retain a PDF or copy of this document for your own departmental records \*\*\*

### Capital Property Return Confirmation

Property Tag #	Serial #	Description	Dept ID	Return Date	Return Location

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 -