

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:

- 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.
- I hereby acknowledge receipt of the equipment listed above and accept full responsibility for its care and return.
- 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