

Off-Campus Use of University Assets/Equipment Release Form

Complete this form when removing tagged university capital assets from any USM campus for a period of two weeks or more. This form does not apply to computers, electronics and furniture; if removing these items or with any questions please contact the Office of Property Management.

Department:		Today's Date:		
Borrower's Name:		Borrower's Signature:		
Date of Loan:		Date Due Back:		
Off-Campus Location Information				
Address Line 1:				
Address Line 2:				
City/ State:				
Phone 1:		Phone 2:		
<i>Signature of Dean or Executive Officer:</i>				
Equipment Description	Manufacturer	Model #	Serial #	USM Tag # (Bar Code)

OFF-CAMPUS USE OF UNIVERSITY ASSETS/EQUIPMENT

As a general policy, University property should not be removed from University premises. On rare and infrequent occasions, a piece of University equipment may be needed for use at a non-University location. Should there be a compelling and urgent need for University equipment to be removed from the University premises, permission for such removal should be obtained from the appropriate Dean or Executive Officer. In addition, all equipment should be accounted for on the University's inventory records before it is allowed off the campus. If an item is new and has not yet been recorded, the Office of Property Management should be contacted to add the item to the University's inventory system and the department's list of accountable assets prior to removal.

Please be aware that the University does not have an all-inclusive theft/loss policy on equipment used off campus. The user is responsible for equipment in their care and may want to review their home owner's or renter's insurance policy to make sure they are adequately protected.

It is the responsibility of the borrower/department to notify the Office of Property Management when the equipment is returned to USM.

Please return completed form to: **Property Management, 25 Bedford Street, Portland, ME 04101**

(207) 780-5547

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