



## OFF CAMPUS USE OF EQUIPMENT AGREEMENT

San Diego State University, hereinafter referred to as "University," on behalf of \_\_\_\_\_,  
College, Division, Department

hereinafter referred to as the "OWNING DEPARTMENT", agrees, for the benefit of the University, to allow off campus use of

equipment by \_\_\_\_\_, herinafter referred to as "USER", the equipment  
Name

described below which is to be used for official University business and/or academic activity of \_\_\_\_\_  
 \_\_\_\_\_ . The equipment will be housed at

Street Address : \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

beginning \_\_\_\_\_ and ending \_\_\_\_\_  
Month                      Day                      Year                      Month                      Day                      Year

**Loss or Damage:** The owning department acknowledges that it shall remain the responsible party for any loss of or damage to equipment authorized for off campus use.

The User must immediately notify the owning department and Material Management of any loss or damage to the equipment. Additionally, an incident report must be filed with Public Safety within 48 hours.

Said equipment is subject to immediate return at the request of the University. Transportation costs, if any, shall be the responsibility of the owning department.

### PROPERTY IDENTIFICATION ( to be completed by Departmental Property Coordinator )

SDSU E-Tag No.	Description	Serial Number	Location		Estimated Replacement Value (if known)
			Room	Bldg.	

### Approvals

User _____	Date: _____	Director / Dept. Chair _____	Date: _____
Departmental Property Coordinator _____	Date: _____	Mail Code _____	Ext: _____
Campus Property Administrator _____	Date: _____		