



**OFF CAMPUS USE OF EQUIPMENT AGREEMENT**

\_\_\_\_\_ "Owning Department" agrees, for the benefit of the University, to allow off campus use  
College, Division or Department

of equipment by \_\_\_\_\_ "User". The equipment described below will be used for  
Name

official University business and/or academic activity. If the equipment is not primarily housed at the user's residence, it will be at the following off campus location:

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

**\*DO NOT COMPLETE THE ADDRESS SECTION IF IT IS THE USER'S RESIDENCE\***

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

The equipment will be located off campus beginning:

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

(Not to be more than three (3) years)

**Lost Equipment:** The Owning Department acknowledges that it shall remain the responsible party for any lost equipment authorized for off campus use. The User must immediately notify the Owning Department Inventory Coordinator and the Department of Material Management (ext. 40741 or lheffley@mail.sdsu.edu) of any lost equipment. In addition, an IT Security Office Lost Computer Inventory Form must be filed with the Department of Public Safety within 48 hours if the lost property is a computer.

The User will be required to allow Material Management to physically inspect the equipment as part of the periodic inventory process. 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 Inventory Coordinator )

Oracle Asset Number	SDSU E-Tag No.	Description	Serial Number

**Approvals**

User's Red ID: \_\_\_\_\_

User's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Cost Center Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Departmental  
Inventory Coordinator \_\_\_\_\_ Date: \_\_\_\_\_ Mail Code \_\_\_\_\_ Ext: \_\_\_\_\_

Material Management Property Administrator \_\_\_\_\_ Date: \_\_\_\_\_

(Please return form to Material Management at Mail Code 8500 for final approval and attachment to campus asset records.)