



AUTHORIZATION FOR OFF-CAMPUS USE OF STATE-OWNED PROPERTY

The state-owned equipment listed below is authorized for use at an off-campus site for official state business and is deemed to be in the interest of the University and the State. The Borrower agrees this equipment will be returned to the University on demand and accepts financial responsibility for the cost of replacement if not returned for any reason.

This form must be completed and submitted PRIOR to items being removed from Campus. Further, the requestor shall have a copy of this form on his/her person when transporting. For assets less than \$5,000, complete **Part 1** of this form and **email** it to COSEFacilities@ucf.edu or click Submit. When the item is **returned**, complete **Part 2** and **email** it to COSEFacilities@ucf.edu or click Submit. For assets over \$5,000 use the Property Form 41-814. **Note: Authorization must be completed each Fiscal Year.**

Part 1 – Authorization to Remove Asset Off-Campus

_____ Today's Date	_____ Office Phone #	_____ Home Phone #	_____ Employee ID#
_____ Borrower-Print		Is the borrower a UCF Employee? Yes _____ No _____	
_____ Date Borrowed	_____ Expected Return Date of Asset		
Off-Campus Address: _____			
Work Address: _____			
Purpose of Off-Campus Use: _____			

	Description	Serial #, if applicable
_____	_____	_____
_____	_____	_____
_____	_____	_____

I hereby acknowledge receipt of the above listed property and agree to the terms stated above.

_____ Borrower's Name	_____ Borrower's Signature	_____ Date
_____ Dept. Dean Director Chair (DDC) or Responsible Fiscal Officer (RFO) Name	_____ Department DDC or RFO Signature	_____ Date

Part 2 – Return of Asset (Part 2 must be completed and faxed upon return of the asset)

_____ Department DDC or RFO or Property Custodian (PCT) Name	_____ Department DDC or RFO or PCT Signature	_____ Date
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New Location: _____