

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY

SIGN-OUT FORM FOR EQUIPMENT REMOVED FROM UNIVERSITY PREMISES

It is the responsibility of each department to maintain accountability for their equipment including assets which are removed from University premises to perform off-campus research (i.e. at home, another institution or off-campus office). These responsibilities are detailed in the University Procedures Manual 6.1.12 and in the Department Equipment Procedures Manual available from Property Management. This form is provided to departments to use in maintaining accountability for their equipment.

RU tag# _____ P.O.# _____ Description _____ Serial # _____

RU tag# _____ P.O.# _____ Description _____ Serial # _____

RU tag# _____ P.O.# _____ Description _____ Serial # _____

RU tag# _____ P.O.# _____ Description _____ Serial # _____

REQUEST

Date _____

Department _____

Requested By (Print) _____

Address of equipment _____

I agree to accept full responsibility for the above equipment during the period which it is in my custody.

Signature of requester _____

APPROVAL

Printed Name _____

Signature _____

Department Head

RETURN

Items Ret'd _____

Asset Number _____ Description _____

Asset Number _____ Description _____

Asset Number _____ Description _____

Rec'd By _____ Date _____

Completed forms should be forwarded to the department business office. A copy should be forwarded to the Property Management Department, Bldg 4088, Livingston Campus.