

Off-Campus Use of Equipment Authorization

This form applies to all University and sponsor-owned equipment being temporarily removed from ASU, or which is permanently located at a site not owned or leased by ASU. **This authorization is valid for up to two years but may be renewed by submitting a new form.**

NOTE: If the equipment satisfies the capital equipment criteria as defined in [PCS 101](#) and a Property Control Number is not affixed to the equipment, please contact Property Control immediately.

If capital equipment is listed, be sure to send a completed copy to Property Control in order to satisfy inventory requirements:

Email: property-q@asu.edu

Campus Mail: MC 5812

Fax: (480)965-2683

Equipment Information:

ASU PC#	Description of Equipment	Serial Number	Model	Manufacturer	Condition

Equipment Location Information:

Complete Address/Site Description: _____

Responsible Individual: _____ ASURITE ID: _____

Signature: _____ Date: _____

Department Name: _____ Expected Date of Return: _____

Authorization (Dean, Chair, or Department Head ONLY):

Name: _____ Title: _____

Signature: _____ Date: _____

Fill out and submit the following section only ONCE THE EQUIPMENT HAS BEEN RETURNED TO ASU

Equipment Returned:

ASU PC#	Description of Equipment	Condition	NEW LOCATION

Confirmation (Dean, Chair, or Department Head ONLY):

Name: _____ Title: _____

Signature: _____ Date: _____

For any questions, please contact Rene Botiller at rbotiller@asu.edu or (480)965-8371.