

## Florida A&M University OFF-CAMPUS EQUIPMENT USE FORM

OFFICE OF PROPERTY RECORDS

PROPERTYRECORDS@FAMU.EDU

Phone: 850-599-3678 Fax: 850-561-2607

		PROPERTY EMP. SIG.
P.I. SIGNAURE	OFFICE/ DEPARTMENT/ PROJECT	OFFICE/ DEPT. PHONE NO.
REQUESTING PERMISSION TO	REMOVE FAMU'S EQUIPMENT FROM THE UNIVERSITY PE	REMISES FOR:
[ ] OFFICIAL UNIVERSITY BUS		
OTHER (SPECIFY)		
TAG NUMBER(S).	DESCRIPTION (S) W/ SERIAL NUMBER(S)	COST
1		
2		
<del>-</del>		
3		
	*Justification is needed if (2) or more of the SAME laptops	are required
PURPOSE:		
From	То	or
(Period Starts July 1,)	(Do Not Exceed June 30)	Short Term (Do Not Exceed 30 Days)
		D. /
K	equested By: (Please Print/Type)	Date
Home Adress: (Please Print/Type)		Mobile Phone No.
APPROVED DISPPROVED	•	
	Signature: Dean/Div. Head or Chairperson	Date
EOUIPMENT ACOUIRED V	WITH CONTRACT AND GRANT FUNDS REQUIRE THE V.P. FO	OR RESEARCH OR SPONSORED PROGRAMS
	SIGNATURE EXT. 3531	
		Date
EXT. 3531 Signature  EQUIPMENT ACQUIRI	ED WITH TITLE III FUNDS REQUIRES DIRECTOR OF TITLE	
EQUIPMENT ACQUIRI Signature		III OR DESIGNEE SIGNATURE. EXT 3527  Date
EQUIPMENT ACQUIRING Signature I hereby acknowledge receipt of the all	ED WITH TITLE III FUNDS REQUIRES DIRECTOR OF TITLE  bove-described equipment, accept full responsibility for it, and agree to responsibility.	III OR DESIGNEE SIGNATURE. EXT 3527  Date
EQUIPMENT ACQUIRI Signature		III OR DESIGNEE SIGNATURE. EXT 3527  Date
EQUIPMENT ACQUIRIST Signature I hereby acknowledge receipt of the alfrom my negligence. Signature: (of requestor)	bove-described equipment, accept full responsibility for it, and agree to r	Date eimburse the University for any damages or losses resulting  Date
EQUIPMENT ACQUIRIST Signature I hereby acknowledge receipt of the alfrom my negligence. Signature: (of requestor)		Date eimburse the University for any damages or losses resulting  Date
EQUIPMENT ACQUIRI  Signature I hereby acknowledge receipt of the alfrom my negligence.  Signature: (of requestor)  TH	bove-described equipment, accept full responsibility for it, and agree to r  IIS SECTION MUST BE COMPLETED UPON RETURN OF EQU	Date eimburse the University for any damages or losses resulting  Date
EQUIPMENT ACQUIRI  Signature I hereby acknowledge receipt of the al from my negligence.  Signature: (of requestor)  TH  DATE EQUIPMENT WAS RETURE	bove-described equipment, accept full responsibility for it, and agree to r  IIS SECTION MUST BE COMPLETED UPON RETURN OF EQU	Date eimburse the University for any damages or losses resulting  Date  Date  IPMENT TO CAMPUS
EQUIPMENT ACQUIRIST  Signature I hereby acknowledge receipt of the alfrom my negligence.  Signature: (of requestor)  TH  DATE EQUIPMENT WAS RETURN	bove-described equipment, accept full responsibility for it, and agree to r  IIS SECTION MUST BE COMPLETED UPON RETURN OF EQU	Date eimburse the University for any damages or losses resulting  Date  Date  IPMENT TO CAMPUS
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EQUIPMENT ACQUIRIST  Signature  I hereby acknowledge receipt of the alternative from my negligence.  Signature: (of requestor)  TH  DATE EQUIPMENT WAS RETURN  I hereby certify that the above-describ	bove-described equipment, accept full responsibility for it, and agree to raise SECTION MUST BE COMPLETED UPON RETURN OF EQUIPMENT CAMPUS:  Deed equipment has been returned to the University premises and custody in the Complete state of the University premises and custody in the University	Date eimburse the University for any damages or losses resulting  Date  Date  IPMENT TO CAMPUS
EQUIPMENT ACQUIRI  Signature I hereby acknowledge receipt of the alfrom my negligence.  Signature: (of requestor)  TH  DATE EQUIPMENT WAS RETUING I hereby certify that the above-describe at the following location	bove-described equipment, accept full responsibility for it, and agree to responsibility for it, and agree to responsible to the second	Date eimburse the University for any damages or losses resulting  Date IPMENT TO CAMPUS  in satisfactory condition. Equipment is located on campus
EQUIPMENT ACQUIRIST  Signature  I hereby acknowledge receipt of the alternative from my negligence.  Signature: (of requestor)  TH  DATE EQUIPMENT WAS RETURN  I hereby certify that the above-describ	bove-described equipment, accept full responsibility for it, and agree to responsibility for it, and agree to responsible to the second	Date eimburse the University for any damages or losses resulting  Date IPMENT TO CAMPUS  in satisfactory condition. Equipment is located on campus
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EQUIPMENT ACQUIRIST  Signature I hereby acknowledge receipt of the alternative from my negligence.  Signature: (of requestor)  TH  DATE EQUIPMENT WAS RETURN I hereby certify that the above-describat the following location	bove-described equipment, accept full responsibility for it, and agree to responsibility for it, and agree to responsible to the University premises and custody and Building #  Room#  Room#	Date eimburse the University for any damages or losses resulting  Date  Date  IPMENT TO CAMPUS