

## Off-Campus Device Use Form

CSUF requires campus property not be utilized off campus unless it is **necessary** for conducting CSUF business. If CSUF property (including property deemed trackable) has been approved to be used off-site, it is the responsibility of the department and user to complete an authorization form for off-site use before the property is in the custody of the user.

### Employee Info

Check Out Date for Equipment:	Return Date of Equipment:
Equipment Description and Tag Number:	

By signing below, I hereby agree to the following conditions of Off- Campus Device Use:

1. Must ensure the safety, security, and condition of equipment and data at all times
2. Use of equipment for only University activities and it's intended use
3. Return equipment on due date listed, unless an extension is requested
4. If lost or stolen, immediately contact the Asset Management Office and the University Police Department (657) 278-4308

First Name:	Last Name:	Office Location:
Street Address:		Phone:
City:	State: California	ZIP Code:

*Employee Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

### Department Head

If off-campus use of equipment is deemed necessary to perform University activities, I, the department head approve the use of the equipment stated above.

Dept ID:	Department Name:

*Department Head Name:* \_\_\_\_\_

*Department Head Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

### Returning Equipment

I certify that the listed equipment was returned to the CSUF in the same condition that it left, and the information listed below is accurate in regards to new location and custodian:

Date Returned:	Building:	Room Location:	Custodian ( <i>Individual Responsible For The Equipment</i> ):

*Department Head Name:* \_\_\_\_\_

*Department Head Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_