

Asset Management - Off Campus Agreement Use Form

CSUF requires campus property not be utilized off campus unless it is **necessary** for conducting CSUF business. If CSUF property has been approved to be used off-site, it is the responsibility of the department and user to complete this form. (please always retain a copy for your records)

Department Name:	School or Division:	Date:
Off Campus Use Address:	State:	Zip Code:
Borrower Name:	Signature:	

Department Administrator Approval:

Administrator Name	Signature	Date

Borrowed Equipment:

1. Tag Number:	Description (Make/Model/Serial No./Type):
2. Tag Number:	Description (Make/Model/Serial No./Type):

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

- Must ensure the safety, security, and condition of the equipment and data at all times.
- Use of equipment for only University activities and it's intended use.
- Return equipment on or before the return date listed.
- If lost or stolen, immediately contact the Asset Management Office and the University Police Department
AMO Office: (657) 278-7748 UPD Office: (657) 278-4308

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Returned Equipment:

I certify that the listed equipment was returned to CSUF in the same condition. (Should be the same items listed above)

1. Tag Number:	Description (Make/Model/Serial No./Type):
2. Tag Number:	Description (Make/Model/Serial No./Type):

Date Returned:	Name:	Signature:
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Office Use Only

Asset Management Office Comments:			
Borrow Acknowledgement	Name:	Signature:	Date:
Return Acknowledgement	Name:	Signature:	Date: