
NDSU POLICY MANUAL

AGREEMENT FOR OFF-CAMPUS USE OF UNIVERSITY EQUIPMENT

I accept full responsibility for any loss or damage for the following equipment items that I will be taking off-campus to use for the following specific assignment:

Equipment Description: _____
University Inventory Number: _____
Serial Number: _____

Equipment Description: _____
University Inventory Number: _____
Serial Number: _____

Equipment Description: _____
University Inventory Number: _____
Serial Number: _____

The equipment will be located at: _____
_____ ,
until _____ .

I understand that the department has the right to request that I return the equipment to the University at any time.

I understand that because the equipment is the property of the University, it may be necessary for auditors to come to the location (mentioned above) to visually verify that the equipment is at that location and is being used as intended.

I understand that personal use of University property is a violation of Section 12.1-23-07 of the North Dakota Century Code.

I understand that if I fail to return the equipment to the University, appropriate sanctions may be taken against me, including withholding of moneys due me by the University until such equipment is returned.

Signed: _____ Date: _____
Employee

Approved: _____ Date: _____
Supervisor

EQUIPMENT RETURNED TO THE UNIVERSITY

Equipment Description: _____
University Inventory Number: _____
Serial Number: _____
Date Returned: _____

Equipment Description: _____
University Inventory Number: _____
Serial Number: _____
Date Returned: _____

Equipment Description: _____
University Inventory Number: _____
Serial Number: _____
Date Returned: _____

Signed: _____ Date: _____

Verified: _____ Date: _____