San Diego State University Research Foundation

Finance & Accounting Department

OFF CAMPUS USE OF EQUIPMENT AGREEMENT

College, Division or Department:

"Owning Department" agrees, for the benefit of SDSU Research Foundation, to allow off campus use of equipment by:

User Name:

The equipment described below will be used for official SDSU Research Foundation business and/or academic activity. Please supply the location where the equipment is primarily housed at including a home residence.

Street Address:

City:		State:				Zip Code:		
The equipment will be located off campus beginning: (Not to be more than three (3) years)					and ending	•		
		Month	day	year:	·	Month	day	year:
equipment authorized for 40591 or lherrmann@sds	wning Department acknowle off campus use. The User m su.edu) of any lost equipme F within 48 hours if the lost p	nust imme nt. In add	ediately dition, a	notify SIn SDSU	DSURF's Inve	ntory Coor	dinator	(ext.
The User will be required process.	to allow SDSURF to physica	ally inspe	ct the e	quipmen	it as part of the	e periodic i	nventor	y
Said equipment is subject responsibility of the Ownir	to immediate return at the renge Department.	equest o	f SDSU	JRF. Tra	ansportation co	osts, if any,	shall b	e the
PROPERTY II	DENTIFICATION (to be con	mpleted	by Dep	artment	tal Inventory	Coordinate	or)	
SDSURF F-Tag #	SURF F-Tag # Description					Serial Number		
	APPROVA	ALS - Sig	n and	Date				
Administrator (one-up authority)					Dat	e:		
SRA Administrator if applicable.					Dat	e:		
Inventory Coordinator					Dat	e:		
Finance & Accounting Manager:					Dat	e.		

(Please return form to SDSURF at Mail Code 1946 for final approval and attachment to campus asset records.)

Last Revised 6/4/12