

No. _____

REQUEST FOR USE OF UNIVERSITY PROPERTY OFF CAMPUS

Requested by: _____
(Name) (Dept Name) (Cost Center) (Bldg)

I hereby request authorization to use the following Purdue University property at:

(Street Address) (City) (State) (Zip)

Or other location: _____

from _____ to _____
(Date) (Date)

NOTE: Authorization for use off campus is limited to current fiscal year.

Description of Property	Serial Number	Inventory # or Purchase Order #	Replacement Cost
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Purpose: This property will be used for _____

Prepared By: _____
(Name) (Phone Number)

Staff Member: _____
(Signature) (Date)

Approved: _____
(Dean or Department Head) (Date)

Approved: _____
(Property Accounting Administrator) (Date)

The above property has been returned and is now located in:

(Bldg) (Room)

(Department Head) (Date)

Please send completed form to Property Accounting, FREH.

Do Not Write in This Area.