Binghamton University

Off-Campus Equipment Use Authorization Form

This form is used to authorize off-campus use of Binghamton University assets. The employee referred to as the "Equipment Custodian" is responsible for the proper care and security of the equipment while it is assigned to them and for inspecting and verifying the condition of the asset at the start and end of the loan period when loaned to an individual or organization outside of Binghamton University. If the equipment has a BU asset tag and/or had an original purchase cost of $5,000 or more, a 'Form A' must also be submitted to ensure the asset record is updated.

1. DEPARTMENT: _____

2. EQUIPMENT INFORMATION:

BU Tag # _____ *Manufacturer* _____ *Model* _____ *Serial #* _____

Description of equipment _____

Campus Location: _____ **Building** _____ **Room**

3. EQUIPMENT CUSTODIAN *(Binghamton University employee to whom the equipment is assigned)*:

Name _____ **Signature** _____ **Date** _____

4. OFF-CAMPUS LOCATION:

Physical Address _____

Contact Info *(for equipment on loan to someone other than above named equipment custodian):*

Name _____ *Phone number* _____ *E-mail Address* _____

5. PURPOSE/TERMS OF USE:

Authorized Off Campus Use Period: _____ - _____

6. APPROVALS:

Supervisor of Equipment Custodian (required)

Print name _____ **Signature** _____ **Date** _____

Chair/Department Head

Print name _____ **Signature** _____ **Date** _____

Dean/Vice President

Print name _____ **Signature** _____ **Date** _____

A copy of this completed and signed form must be retained by the Equipment Custodian during the term of the assignment. University Police officers may require a copy of this form to be shown at any time.

Equipment returned in good working condition on _____ ***Inspected/tested by:*** _____

Note any damage/deficiencies: _____

E-mail completed form to assets@binghamton.edu.