

# RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY

## SIGN-OUT FORM FOR EQUIPMENT REMOVED FROM UNIVERSITY PREMISES

It is the responsibility of each department to maintain accountability for their equipment including assets which are removed from University premises to perform off-campus research (i.e. at home, another institution or off-campus office). These responsibilities are detailed in the University Procedures Manual 6.1.12 and in the Department Equipment Procedures Manual available from Property Management. This form is provided to departments to use in maintaining accountability for their equipment.

RU tag# \_\_\_\_\_ P.O.# \_\_\_\_\_ Description \_\_\_\_\_ Serial # \_\_\_\_\_

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RU tag# \_\_\_\_\_ P.O.# \_\_\_\_\_ Description \_\_\_\_\_ Serial # \_\_\_\_\_

### REQUEST

Date \_\_\_\_\_

Department \_\_\_\_\_

Requested By (Print) \_\_\_\_\_

Address of equipment \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I agree to accept full responsibility for the above equipment during the period which it is in my custody.

Signature of requester \_\_\_\_\_

### APPROVAL

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Department Head

### RETURN

Items Ret'd \_\_\_\_\_

Asset Number \_\_\_\_\_ Description \_\_\_\_\_

Asset Number \_\_\_\_\_ Description \_\_\_\_\_

Asset Number \_\_\_\_\_ Description \_\_\_\_\_

Rec'd By \_\_\_\_\_ Date \_\_\_\_\_

Completed forms should be forwarded to the department business office. A copy should be forwarded to the Property Management Department, Bldg 4088, Livingston Campus.