

AGREEMENT FOR OFF-CAMPUS USE OF MSU EQUIPMENT

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

Equipment Description: _____
University Inventory Number: _____
Serial Number: _____
The Equipment will be located at: _____
Anticipated return date: _____

Equipment Description: _____
University Inventory Number: _____
Serial Number: _____
The Equipment will be located at: _____
Anticipated return date: _____

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

I understand it may be necessary for auditors or MSU personnel to visually verify that the equipment is located at the above mentioned location and it 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 money due me by the University until such equipment is returned.

SIGNED: _____ DATE: _____
Employee

APPROVED: _____ DATE: _____
Supervisor

Return original to the Business Office and keep copy in Department.

EQUIPMENT RETURNED

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

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

Signed: _____ DATE: _____
Employee

Signed: _____ DATE: _____
Supervisor

Obtain original from the Business Office or sign department copy and return to Business Office with original returned signatures.