

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.