Property Accounting
Form 12 (Rev. 2/06)

No. _____

REQUEST FOR USE OF UNIVERSITY PROPERTY OFF CAMPUS

To: Property Accounting/FREH

Requested By: _____
(Name) (Department Name/Number) (Bldg)

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

_____
(Complete Address)

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)**

Do Not Write in this area.

Print and mail to Property Accounting/FREH

Reset Form