

**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**