**Last Updated:** 07/27/2021

To acknowledge the date of return for equipment, employees will use the previously submitted [Property Off Campus](https://www.purdue.edu/hr/workremotely/supportingDocs/Property_Off_Campus_Form_Quick_Reference_Guide.pdf) form. Upon submitting the form, employees would have received an email with a link to the form that will allow them to update it.

* The Property Off Campus (POC) form is included in the [Tracking University Owned Assets for Remote Work Us**e**](https://www.purdue.edu/hr/workremotely/supportingDocs/Tracking_University_Owned_Assets_for_Remote_Work_Use.pdf).

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| 1. Access the approval email generated when Property Off Campus form was orginally completed and approved.    1. It is from [SAP\_WFRT@purdue.edu](mailto:SAP_WFRT@purdue.edu) 2. Click the link. 3. Use Login and BoilerKey to access form.   cid:image001.jpg@01D76435.BDFA9800 |
| 1. Type return date or select from calendar. 2. Click **Save**. |