Last Updated: 07/27/2021

To acknowledge the date of return for equipment, employees will use the previously submitted Property Off Campus 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 Use.

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1. Access the approval email generated when Property Off Campus form was orginally completed and approved.
   a. It is from SAP_WFRT@purdue.edu
2. Click the link.
3. Use Login and BoilerKey to access form.
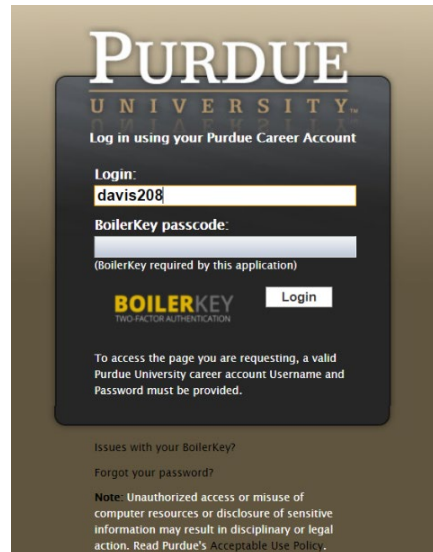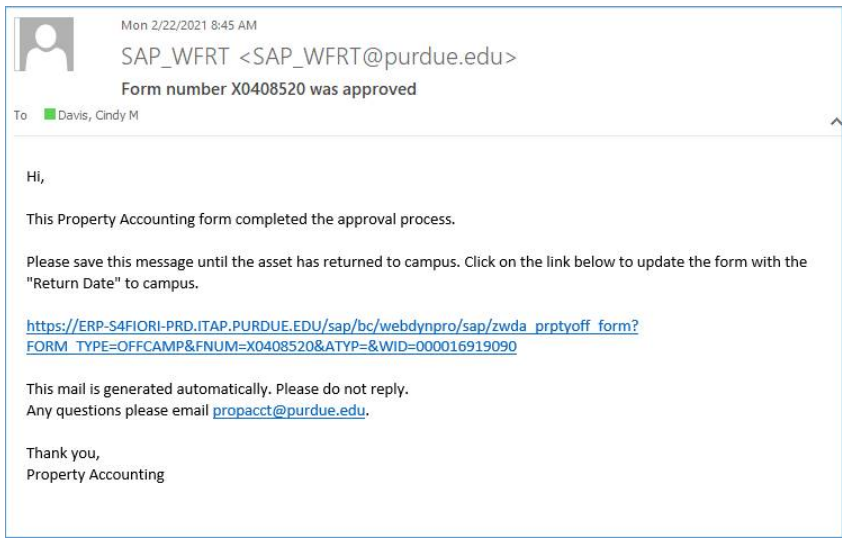
4. Type return date or select from calendar.
5. Click **Save**.