

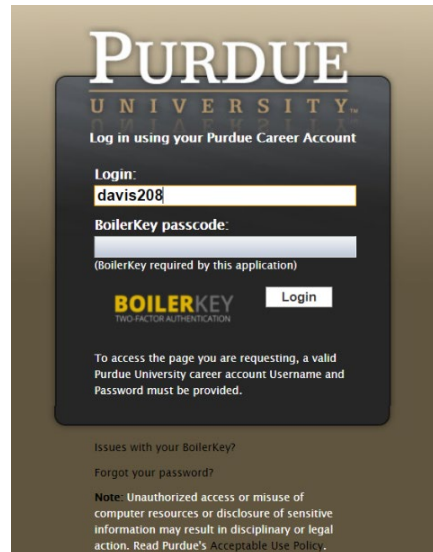
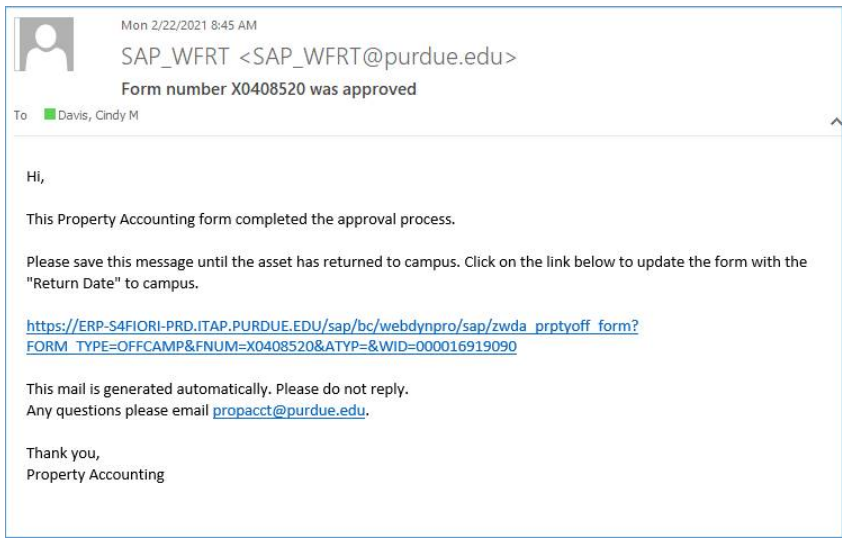
Return Equipment Property Off Campus Form

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](#).

- Access the approval email generated when Property Off Campus form was originally completed and approved.
 - It is from SAP_WFRT@purdue.edu
- Click the link.
- Use Login and BoilerKey to access form.



- Type return date or select from calendar.
- Click **Save**.

Created on:	09/02/2020	Status:	Approved
Business Area:	4032		
Staff Member:		Address:	3089 WEST COUNTRY CLU...
City:	CRAWFORDSVILLE	State:	IN
Purpose:	REMOTE WORK	Removed...:	07/01/2020
Expected Return Date:		Return D...:	<input type="text" value=""/>

Inventory Number	* Inventory Description	Model	Manufacturer	Serial Number	Central Office
<input checked="" type="radio"/>	TWO MONITORS				
<input type="radio"/>	LAP TOP COMPUTER				
<input type="radio"/>					