

Last updated: 1/19/2021

This process outlines the steps to follow when University owned assets and equipment are moved off campus to another temporary location for business use, including for remote work use. Steps include returning equipment as well.

The [Property Off Campus Form](#) should be submitted prior to equipment leaving the Purdue campus.

Step	What to Do	How to Do It	Who Does It
1	Discuss remote work option and need to move equipment off campus with supervisor	All University owned assets and equipment are legal property of the University. Items being moved off campus must be acknowledged.	Employee/Supervisor
2	Complete the Property Off Campus (POC) online form	<ul style="list-style-type: none"> Access Finance Launchpad via OneCampus and locate the Property Accounting forms. List all items/equipment that will be moved off campus for remote work. <ul style="list-style-type: none"> Items may include but are not limited to: Computers, Laptops, Computer Peripherals costing great than \$100, Monitors, iPads or other electronic devices, and chairs. Follow the Quick Reference Guide 	Employee
3	Review and Approve POC form	<ul style="list-style-type: none"> Review and approve the Form initiated by employee Review the Quick Reference Guide 	Fiscal Approver
4	Review and Approve POC form	<ul style="list-style-type: none"> Review forms via Property Accounting Workbench Approve form 	Property Accounting Manager
5	Approved form acknowledged	Receive email acknowledging form is approved	Employee
6	Return Equipment	Upon termination or end of remote work period, all University owned assets and equipment must be returned.	Employee/Supervisor

7	Complete Return Date on POC form	Submitter of original POC form (employee, supervisor or business office) can click link within approved form to enter return dates of equipment. If submitter did not keep approval email, they can email propacct@purdue.edu to request email be resent.	Submitter of original POC form
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