

**APPALACHIAN STATE UNIVERSITY
BOONE, NC 28608
APPROVAL OF HOME/OFF CAMPUS USE OF FIXED ASSETS**

This form is to approve use of fixed assets that will be off campus for a period of 30 days or more. Assets removed by University personnel for more than 30 days without consent of this form will be treated as stolen assets according to Appalachian State University Policies and Procedures.

DESCRIPTION OF EQUIPMENT LOANED FOR OFF CAMPUS USE

MAKE	MODEL	SERIAL NUMBER	FAS TAG NUMBER

PURPOSE FOR OFF CAMPUS USE:

DURATION OF AUTHORIZATION

FROM (Date): _____ **TO (Date):** _____

I hereby certify that these equipment item(s) will be used only in support of educational or administrative duties directly related to my employment with Appalachian State University as stated above. I understand that I am personally responsible for the safekeeping and timely return of these item(s). I also understand that I may be held responsible for the repair or replacement of these item(s) should they be damage, destroyed, or lost while in my possession.

Borrower

Date

Department Chairperson (or designee)

Date

EQUIPMENT RETURNED:

Department Chairperson (or designee)

Date

*Please provide the original of this form to the Fixed Assets department both when equipment is borrowed and returned. Departments should maintain a copy in a file for reference by departmental inventory personnel.