

MEMORANDUM

To: Property Clerk, Property Section, Accounting Office

From:

Date:

Subject: Use of University Equipment Off-Campus

In accordance with The University of Memphis Procedure No. [2D:01:01H](#), paragraph B4, this memorandum is:

Authorization for the U of M employee listed below to use the following equipment **off-campus** at the following location for University-related business only.

Notification that the following equipment has been **returned** to campus and is now located in Bldg. #

, Room # .

Employee:

Department:

Off-Campus Street Address:

City:

State:

Zip:

Estimated Length of Time to Remain Off-Campus:

Decal	Description	Model Number	Serial Number

I, the undersigned, fully understand that University property removed from campus is not insured by the University while in transit or while in a private residence. I understand insurance at other locations may be provided under certain circumstances as outlined in The University of Memphis Procedure [2D:01:06A](#) (Insurance: Property, Liability, and Other). I have also reviewed Procedure [2D:01:05A](#) (Reimbursement and Responsibility for the Loss or Damage of University Property Due to Negligence).

Authorization for use off-campus:

Equipment returned to campus:

Employee Signature

Date

Employee Signature

Date

Department Head

Date

Official Acknowledging Return

Date