

Middle Tennessee State University

MEMORANDUM

TO: ITD Division Head

FROM: _____

SUBJECT: Off-Campus Use of Equipment/Movable Property

DATE: _____

In accordance with MTSU Policy IV:04:07, paragraph _____, this memorandum is:

_____ To authorize the MTSU employee or student listed below to use the following equipment /movable property off-campus at the below location for University-related business only. Authorization for MTSU student use of equipment/movable property off-campus should be made only for academic activities.

_____ Notification that the following equipment has been returned to our department by the employee listed below and is now located in Building _____, Room _____.

EMPLOYEE: _____ **DEPARTMENT:** _____

PURPOSE OF OFF-CAMPUS UNIVERSITY EQUIPMENT/MOVABLE PROPERTY:

OFF-CAMPUS LOCATION: _____

APPROXIMATE DATE TO BE RETURNED:

DESCRIPTION OF EQUIPMENT/MOVABLE PROPERTY

<u>Inventory #</u>	<u>Manufacturer</u>	<u>Description</u>	<u>Model#</u>	<u>Serial#</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Borrower shall be responsible for all expenses necessary to remove or return the equipment and shall assume full responsibility while it is on loan.

Authorization for use off-campus:

Borrower's Signature Date Employee/Student Signature Date

Middle Tennessee State University

Dept./Activity	Head/Dean	Date	Dept./Division Head	Date
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