



## OFF CAMPUS EQUIPMENT REPORT FORM

This form is to be completed annually, and anytime equipment is updated, by all employees that have computers, laptops, tablets, cell phones, or any other IT equipment off campus. One copy should remain in the department and one copy should be sent to the Purchasing Department.

Date  Department

Name  Title

Home Address

Equipment Description	Manufacturer	Model #	Serial #	Additional Notes

By signing below, you agree to abide by all University policies that govern the use of equipment off campus and to return the equipment when requested.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean/Department Head Signature \_\_\_\_\_ Date \_\_\_\_\_

If Property is lost or stolen, please call Campus Police 336-770-3321 immediately. One copy of the police report should be kept with the Off Campus Equipment Form in the department and one copy should be sent to the Purchasing Department along with an Inventory Action Form. When the equipment is replaced, an updated Off Campus Equipment form should be completed.