

INDIANA STATE UNIVERSITY

Request for Use of Equipment Off Campus

To (Dept. Head)

From (Requestor)

I hereby request a authorization to use the following Indiana State University equipment at the following location:

From	To	
Property Tag Number		Value
Description (Include Make & Model)		

Purpose for use of equipment

Requestor's Signature	Date
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The above equipment is needed in the performance of a University activity away from campus. Removal of the equipment for the time indicated will not impair existing programs in the _____ Department.

Department Head	Date
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The above equipment has been returned

Requestor	Date
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Department Head	Date
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Original to Dept. Head -- Copies to: Requestor,
Business Affairs – Insurance & Risk Mgt.
Property Accounting