



## Brigham Young University Request to Take University Equipment Off Campus

Send or email original to am@byu.edu. Retain a copy for your department.

For questions, contact: Marshall Chamberlain, marshall\_chamberlain@byu.edu, C-267 ASB, 2-4436 or  
Andrew Neil, andrew\_neil@byu.edu, C-255 ASB, 2-9766

Responsible Person: \_\_\_\_\_ Extension: \_\_\_\_\_

Department: \_\_\_\_\_

Tag Number	Item Description	Manuf.	Model	Serial No.

Purpose for taking equipment from campus:

Where equipment will be located:

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Date taken from campus: \_\_\_\_\_ Date to be returned: \_\_\_\_\_

**I hereby acknowledge the receipt of University-owned equipment that I will be taking off campus to be used for University-related work. I realize this equipment will be subject to verification during my department's physical inventory.**

Signature of Responsible Person: \_\_\_\_\_ Date: \_\_\_\_\_

Approved – Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Approved – Dean/Director: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Please notify the General Accounting Office when equipment is returned to campus.**