



University Equipment Off Campus Form

- This form is to be completed for **ALL** University-owned equipment **which is not located on campus or at a site owned or leased by the University.**
- The form is to be completed by the employee having physical custody of the equipment and approved by the Unit or Department Head/Dean.
- For inventory record purposes, the physical location of the equipment must be listed rather than a University building and room location.
- All equipment located off campus will be subject to normal State and University inventory verification procedures.
- Property Accounting must be notified, in writing, within three (3) business days of permanent return of the equipment to campus.
- If you have questions or need assistance completing this form, call 479-575-4854.
- Submit completed form to UAF Property Accounting via email propacct@uark.edu

Unit or Department:

Asset Identifier/Tag Number	Asset Short Description	Physical Location of Asset	Is this a Private Residence?	Does Asset Have a Physical Tag Attached?

(Add an addendum page if necessary)

I hereby certify that the above list of equipment is complete and accurate.

Employee's Name & Title: _____

Employee's UARK Email: _____

Employee's Signature: _____

Date: _____

Approval:

Unit or Dept Head Name & Unit/Dept: _____

Unit or Dept Head/Dean Signature: _____

Date Approved: _____