

College of Communication

Inventory Equipment Located off Campus Form – Multiple Items

If this item is a laptop or other equipment regularly carried back and forth from campus, it is strongly recommended that you keep a copy of this signed form with the equipment in case you are ever stopped by campus police. If the equipment will be permanently located at your home, it is recommended that you keep a copy of the form there for reference in case of theft or other form of loss.

Individual in possession of item:

Name: \_\_\_\_\_ Email or Phone No.: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Association with the University of Texas: \_\_\_\_\_ UTEID: \_\_\_\_\_

If Other, please specify: \_\_\_\_\_

Department:

Unit Code (Department will supply if not known): \_\_\_\_\_

Table with 3 columns: Inventory #, Description, Serial Number. Multiple rows for data entry.

Location of Equipment: (Choose one)

- Mobile (carried on and off campus)
Home (give address)
Other
If Other, please specify:

Reason for Removal from Campus (Check all that apply)

- Research
Working At Home
Conference or Meeting
Other (please explain)

Date to be returned (if applicable): \_\_\_\_\_

Insurance Information (department will complete if not known):

Item is insured: Yes No If Yes: UT insures Personal Insurance

Signature Of: \_\_\_\_\_ Date: \_\_\_\_\_
Department Head