

College of Communication

Inventory Equipment Located off Campus Form – Single Item

If this item is a laptop or other equipment 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.

Department: _____

Unit Code (Department will supply if not known): _____

Date: ____/____/____ **Date to be returned (if applicable):** ____/____/____

Inventory Item Information:

Inventory Number: _____

Description (i.e. Dell Latitude 3500): _____

Serial Number: _____

PO# (if known) _____

Location of Equipment:

Home (address) _____

Field

Other, please specify: _____

Individual in possession of item:

Name: _____

Signature: _____

Association with the University of Texas:

Faculty

Staff

Student

Other, please specify: _____

Insurance (department will complete if not known):

Insured Yes No UT insures Personal Insurance

Signature Of: _____ **Date:** ____/____/____

Department Head