

REQUEST FOR OFF-CAMPUS USE OF TAGGED ITEMS

COST CENTER NAME _____

REQUESTING PERSON _____ Please print

Request permission to remove the following tagged item(s) of State Property from the Louisiana Tech University Campus:

Asset Ident. # _____ Description _____ S/N _____

Asset Ident. # _____ Description _____ S/N _____

Asset Ident. # _____ Description _____ S/N _____

Asset Ident. # _____ Description _____ S/N _____

The purpose of this request is: _____

Date equipment is to be used: _____ to _____

(All forms expire at the end of each academic year)

This completed form must be returned to the property office PRIOR to the removal of equipment.

Signature of Primary User

Signature of Cost Center Property Custodian

Signature of Cost Center Manager

Signature of Property Manager

Date Approved

Please note: In accordance with state regulations (Title 34, Part VII/305) "Each person to whom property is entrustedshall be liable for the payment of damages whenever his wrongful or grossly negligent act or omission causes any loss, theft, disappearance, or damage of property for which he is responsible."