

Cleveland State University
Property Control Department

OFF-CAMPUS USE OF UNIVERSITY EQUIPMENT*

APPROVAL FORM

The use of University equipment is permitted at off-campus locations when its use is related to an employee's professional responsibilities. Prior to removing any equipment from campus, this form must be completed and approved by the department head.

Equipment Description	Acquisition Cost	CSU Property Control No.	Equipment Serial No.	Off-Campus Location	Expected Date of Return	Date Returned