

FLORIDA INTERNATIONAL UNIVERSITY PROPERTY CONTROL

OFFSITE FORM FOR UNIVERSITY PROPERTY

AUTHORIZATION FOR OFFSITE USE OF UNIVERSITY PROPERTY WITH A COST OF \$5,000.00 OR ABOVE

FIU Tag No.	Description	Serial No.	Cost	Activity Nbr/Project ID

(If necessary, attach an additional sheet)

Sponsor's Name: _____

Offsite Location: _____ Offsite Telephone: _____
Street address

City _____ State _____ Zip Code _____ Period of use: from _____ to _____

I hereby acknowledge the receipt of the above listed property and certify that it will be used for official university purpose. The property will be returned to the University, Fellow, or the Sponsor as mandated on the grant as soon as the project is completed. Equipment that is the property of Florida International University is subject to the provisions of Fla. BOG Reg. 9.002.

Damage or loss of this property must be immediately reported to the Accountable Officer who is the custodian for the property. Personal liability may be assessed if gross negligence or lack of due care is proven in the use of this equipment. I am aware of the responsibility for its care and return.

Check one: USPS Faculty A&P Other explain) _____

Name (print) Title Date Extension

Signature Department Name E-mail address

AUTHORIZED EXPENSE MANAGER FOR ACTIVITY OR PROJECT:

Signature Name (print) Date

CONFIRMATION OF RETURNED PROPERTY

I hereby certify that all the property listed has been returned in satisfactory condition to:

Property Returned to (check one): University Sponsor Fellowship

Received by Name (print) Title Date

Received by Signature Department Name Extension

****If property is being Transferred to another Department, you must submit a "Surplus and Transfer" Form to property Control separately****

Return completed form to:
PROPERTY CONTROL
MODESTO MAIDIQUE CAMPUS, CSC-1140
Office: (305) 348-2167 Fax: (305) 348-1936
Email: property@fiu.edu