

FLORIDA INTERNATIONAL UNIVERSITY / PROPERTY CONTROL

I. AUTHORITY FOR UNIVERSITY PROPERTY TO BE USED OFF-CAMPUS

Permission is requested to use the following listed equipment off-campus valued at \$5,000.00 or more.

FIU Tag No.	Description	Serial No.	Value	Activity Nbr/Project ID
1. 4980- _____	_____	_____	_____	_____
2. 4980- _____	_____	_____	_____	_____
3. 4980- _____	_____	_____	_____	_____
4. 4980- _____	_____	_____	_____	_____
5. 4980- _____	_____	_____	_____	_____

(If necessary, attach an additional sheet)

Purpose: _____

Location: _____ Telephone: _____
Street address

City State Zip Code

Period of use: from _____ to 06/30/2019

1. I certify that the equipment listed above will be used for an official university purpose and will be returned to the University as soon as the project is completed.
2. I hereby acknowledge the receipt of the above listed property and am aware of the responsibility for its care and return. **See below for notification of returned property.**

		@fiu.edu
Date	Signature of Requestor	E-mail address
Department Name	Name (print)	Panther ID Title

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

Equipment listed herein is the property of the Florida International University under 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 this property. Personal liability may be assessed if gross negligence or lack of due care is proven in the use of this equipment.

II. AUTHORIZATION

Permission is hereby granted to the person listed above for the OFF- Campus use of the equipment herein requested for the time period indicated above

		@fiu.edu
Date	Signature of Expense Manager/Project Manager	E-mail address
Department Name	Name (print)	Panther ID Title

III. NOTIFICATION OF RETURNED PROPERTY

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

Date	Building location	Received by	Panther ID	Phone

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