

## H4: OFF CAMPUS USE OF PROPERTY

Effective Date: 4/27/05

Prior Date: 1/03/05

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### Purpose and Scope

This procedure states the guidelines under which University property may be taken off campus only for conduct of official University business.

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### Authority & Responsibility

1. Individuals taking property off campus must prepare an *Off Campus Equipment Use Contract*.
2. Fiscal Agents approve or endorse *Off Campus Equipment Use Contracts*.
3. Deans or Vice Presidents may approve *Off Campus Equipment Use Contracts*.
4. The Director of Auxiliary Services and/or the Director of Financial Affairs/Controller will advise the Controller's Office Procedures and Systems Analyst of any changes to this procedure.

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### Reference

Fiscal Agent Handbook, M18: [Off-Campus Equipment Use Contract](#)

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### Definitions

Off Campus: Anywhere other than the main University campus located at 5500 North St. Louis Avenue and all University field centers and extension locations.

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### Off Campus Equipment Use Contract

The *Off Campus Equipment Use Contract*, 1112 is the form used to request permission to take University property off campus during the conduct of University business.

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### Acquisition of Off Campus Equipment Use Contract

*Off Campus Equipment Use Contract* forms may be printed from the Printable Forms section of the Controller's Office Resources web site at [www.neiu.edu/~finanaff](http://www.neiu.edu/~finanaff)

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### Off Campus Equipment Use Contract Criteria

1. The return date must be within one year or be renewed prior to the anniversary date.
2. The contract may be approved by either the fiscal agent or appropriate Dean or Vice President.
3. If property must be used off campus for more than one year, a new *Off-Campus Equipment Use Contract* must be filled out each year and approved with the re-authorization box checked.

Exception: the form for laptops, digital cameras and personal electronic devices will be valid from the initial approval until the equipment is returned to the department for reassignment or returned to Property Control. Upon receipt of replacement devices, a new contract must be filed with Property Control.

4. An *Off-Campus Equipment Use Contract (1112)* is to be submitted to the fiscal agent, Department Chair, Director, or other designee, describing the equipment, reason for off campus use, date to be taken, and expected date of return.
5. The user, by signing this contract, agrees to take full responsibility for the equipment and is financially responsible for the equipment.

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## Facsimile



**N** Northeastern  
Illinois  
University  
1001 Madison St. Chicago, Illinois  
Tel: 773.329.3000 Fax: 773.329.3001

### OFF-CAMPUS EQUIPMENT USE CONTRACT

DATE \_\_\_\_\_

Initial Authorization  
 Re-authorization

FROM: ACCOUNT NAME AND NUMBER \_\_\_\_\_ TO: USER'S NAME \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date of Move: \_\_\_\_\_ Expected Return Date: \_\_\_\_\_

TAG NUMBER	DESCRIPTION	SERIAL NUMBER

I UNDERSTAND AND AGREE THAT I WILL TAKE FULL RESPONSIBILITY FOR THE EQUIPMENT LISTED ABOVE, AND THAT I WILL BE HELD FINANCIALLY RESPONSIBLE IF THIS PROPERTY IS NOT RETURNED WITHIN ONE YEAR.

\_\_\_\_\_  
SIGNATURE OF USER

\_\_\_\_\_  
DATE

Justification for Off-Campus Use: \_\_\_\_\_

\_\_\_\_\_  
FISCAL AGENT

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
VICE PRESIDENT / DEAN

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
RETURN VERIFICATION

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CONTROL NUMBER

**FOR PROPERTY CONTROL USE ONLY**

CONFIRMATION  YES  NO

\_\_\_\_\_  
PROPERTY CONTROL OFFICER'S SIGNATURE

\_\_\_\_\_  
DATE

DISTRIBUTION: WHITE: PROPERTY CONTROL  
                  CAMARY: USER  
                  PINK: FISCAL AGENT TO BE RETURNED TO PROPERTY CONTROL UPON EQUIPMENT RETURN AND CONFIRMATION

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### Questions

Questions should be directed to Property Control, 5132.

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