EQUIPMENT OFF-SITE LOCATION RECORD
(If taken off-site from either Ft Garry or Bannatyne Campuses)

Department: ________________________________ Date: ________________________________

A) UM Property #(#s):________________________ Serial #(#)(s)________________________

B) Detailed description of equipment:
_________________________________________________________________________________
_________________________________________________________________________________

C) Name of staff member using the equipment:
_________________________________________________________________________________

D) Off-Site Location of Equipment (must give home address):
_________________________________________________________________________________
_________________________________________________________________________________

D) Reason for taking the equipment off-site:
_________________________________________________________________________________
_________________________________________________________________________________

Agreement:
This equipment is University-owned equipment and must be returned to the University of Manitoba when it is no longer required or when the staff member leaves the University. I also understand that any equipment taken off-site is the responsibility of the undersigned. This means that if the unit is broken (due to misuse) or stolen from a car or someone's home, they are responsible for replacement.

I understand and accept the above-noted agreement:

_________________________________________  ______________________________________
(Signature of Staff Member)  (Dean, Director or Department Head)

Return to Darren Ramkissoon, Capital Asset Management
(please retain a copy for your records)

http://www.umanitoba.ca/admin/financial_services/cams/