



Property Management Department
Rutgers, the State University of New Jersey
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Piscataway, NJ 08854

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SIGN-OUT FORM FOR EQUIPMENT REMOVED FROM UNIVERSITY PREMISES

It is the responsibility of each department to maintain accountability for their equipment including assets which are removed from University premises to perform off-campus research (i.e. at home, another institution or off-campus site). These responsibilities are detailed in the University Procedures Policy 40.2.10.B and in the University Department Equipment Procedures Manual available from Property Management. This form is provided to departments to use in maintaining accountability for their equipment.

RU/Barcode Tag#	P.O. #	Description	Serial#
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REQUEST BY Date _____

Department _____

Requested By _____

Address of Equipment _____

I agree to accept full responsibility for the above equipment during
The period which it is in my custody.

Signature of requester _____

**Completed forms must be forwarded to the department business office. A copy must
be forwarded to Property Management at the address shown above.**

Form 09/18

APPROVAL

Printed Name _____

Signature _____

Department Head (Dean, Chair, Director)

RETURNED

RU/Barcode Tag #	Description
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Received By _____ **Date** _____