



Cost Analysis and Capital Equipment Management
 Rutgers, the State University of New Jersey
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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 Policy 40.2.10. and in the University Department Equipment Procedures Manual available from Capital Equipment Management. This form is provided to departments to use in maintaining accountability for their equipment.

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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 Capital Equipment Management at the address shown
 above.**

APPROVAL

Printed Name _____

Signature _____

Department Head (Dean, Chair, Director)

RETURNED

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Received By _____ **Date** _____