



University Controller's Office
 University Finance and Administration
 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 Policy 40.2.10. and in the University Department Equipment Procedures Manual available from the Capital Equipment Management team in the Controller's Office, within University Finance and Administration (UFA). 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 and then to the Capital Equipment Management team within the Controller's office at capitalassets@finance.rutgers.edu.

APPROVAL

Printed Name _____

Signature _____

Department Head (Dean, Chair, Director)

RETURNED

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Received By _____ **Date** _____