

ECU EQUIPMENT TRACKING ANNUAL OFF CAMPUS USE AUTHORIZATION

This form is to be use for faculty or staff with a need to use computers/equipment off campus on continual bases. It is to be renewed yearly and forward to the Fixed Assets office. If property is stolen or misplaced please contact the Fixed Assets Office at 328-9941 and forward a copy of the police report.

| | | | |
|---|-------------|------------------|-------------|
| Department: | | ORG: | |
| Name of User: | | Work Phone #: | |
| Description of Equipment: | | Tag or Serial #: | |
| Justification for Off Campus/Home Use: | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| User's Signature" | | Date: | |
| Approved by: (signature) | Print Name: | Date: | Work Phone: |
| Title: <input type="checkbox"/> Dean <input type="checkbox"/> Director <input type="checkbox"/> Department Head <input type="checkbox"/> Other _____ | | | |

Please keep a copy of the form for your office files. The same form can be used for two years. Contact us at 328-9941 if you have questions.

Annual Renewal: _____ Date: _____

Approved By (signature) : _____ Date: _____