APPROVAL FOR HOME OR OFF PROPERTY USE OF UNIVERSITY EQUIPMENT

Please complete form fully and return to Property Control Office, Power Plant. This form is not required for Laptops, Ipads, Tablets or E-Reads.

Chose one: New □ or Update □

Employee Name:____________________________  Employee ID:_______________________
Home Phone:________________________ Email:_____________________________
Department:_________________________ Dept # _____________________________
UMD Building/Room#: ____________________________

Equipment Information: (Description, Mfg, Model) __________________________________________

Property Control Tag # (If Applicable):____________________________

Equipment Location during loan:

Street Address:______________________________________________________________
City:___________________________State:___________Zip:________________________

Justification for Home Use:

I certify that the equipment will be used for University business. The equipment will be secured to prevent theft and password security will be used to prevent unauthorized access to University systems and data. The equipment will be returned to the University at the end of the loan term. I certify that I understand that in the event of damage, loss or theft, that I may be financially responsible for the replacement of equipment.

Employee Signature: ______________________________ Date:_____________
Dean/Dept Chair/Director: ______________________________ Date:_____________
Property Control: ______________________________ Date:_____________

Revised: 6/22/2023