

# STUDENT/FACULTY OFF CAMPUS USE OF STATE PROPERTY

DATE: \_\_\_\_\_

STUDENT/FACULTY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

The following state property is periodically loaned, in conjunction with class work, to the above referenced student/faculty member during the \_\_\_\_\_ semester, \_\_\_\_\_. By signing below, the student or faculty member acknowledges that he/she shall be held responsible for any damage or loss of equipment. Failure to reimburse the University for loss or damage, shall result in the indebtedness of the student or faculty member to the University. In addition to this form, user shall sign a log sheet in the LRC each time the equipment is taken off campus and returned.

DESCRIPTION OF EQUIPMENT: \_\_\_\_\_

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**STUDENT/FACULTY SIGNATURE****APPROVED BY:**

COURSE INSTRUCTOR: \_\_\_\_\_

DEPARTMENT HEAD: \_\_\_\_\_

DIRECTOR OF PROPERTY CONTROL: \_\_\_\_\_

To be completed at the end of the semester, Student/faculty and department head shall sign below acknowledging the return of all state property used during said semester.

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**STUDENT/FACULTY MEMBER**

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**DEPARTMENT HEAD**

**NOTE:** When completed, form must be forwarded to the Property Control Office.