"REQUEST FOR HOME/OFF-CAMPUS USE OF STATE PROPERTY"

TO: **Director of Property Control**   **Date:** _____

FROM: _____

                    (Name)

_____

          (Department)

I request the home/off-campus use of the following State Property for <u>university business only</u>:

TAG NUMBER	DESCRIPTION
_____	_____
_____	_____
_____	_____

If item is a laptop, please state if Computrace Software is installed: Yes or No:_____

Date Required: _____   **Date of Return:** _____

Reason for Request: _____

_____

**This form is to acknowledge that I have been assigned state equipment for use outside of Nicholls State University office premises. I have read the NSU Property Section Policy, 11.6 and will comply with the provisions of said policy. I understand that the equipment listed above is to be used <u>only</u> by me and <u>only</u> for NSU official business. I agree to do everything within my power to protect and conserve all State-owned property, including equipment and supplies entrusted or issued to me. Upon completion of the program/project for which this equipment was issued for my use, or a change in duties which eliminates the need for the equipment, or when requested by my supervisor or section head, all equipment will be returned to NSU from which it was removed.

<u>I understand that I shall be responsible for the equipment while in my care and that the item or items shall be returned to campus on a daily basis when I report to work.</u>

_____
Employee's Signature

APPROVALS:

Department Head: _____

Dean:_____

Director of Property Control:_____

DATE RETURNED: _____

_____
Employee's Signature

_____
Employee's Supervisor's Signature

<u>NOTE</u>: The original approved form must be kept with the piece of equipment at all times. An approved copy shall also be kept on file in your department where it can be easily located upon request by the Property Control Office. When the property is returned to the University, the completed original form must be forwarded to the Property Control Office. All laptops are required to have Computrace Software installed prior to receiving approval for off campus use. Please contact Computer Services through their online system to verify if your laptop has the required software. Go to https://csapps.nicholls.edu/helpdesk/index.php and send message requesting Computrace Software verification.