



Bainbridge College

Off-Campus Equipment Use Permit

TO: PROPERTY ACCOUNTING

Property Accounting:

(229) 248-2520

FROM: Department _____

Property Accounting Fax:

(229) 248-2594

SECTION 1

| ITEM # | BC DECAL # | DESCRIPTION | ORIGINAL COST | FROM (Bldg & Rm #) | DATE RETURNED | TO | | | |
|--------|---------------|-------------|------------------|--------------------|------------------|-------|---------|---------|--------|
| | | | | | | SCH # | DEPT. # | BLDG. # | ROOM # |
| 1 | | | | | | | | | |
| 2 | | | | | | | | | |
| 3 | | | | | | | | | |
| 4 | | | | | | | | | |

Requestor: Print Name/Title _____

Signature _____

Date Requested _____

Address at which equipment is to be used _____

Period of Use:

| | |
|--|--|
| | |
|--|--|

From

To

Purpose: _____

Approved Off-campus use:

Department Chair/Designated Representative _____

Date _____

SECTION 2 - I hereby certify that the following equipment has been returned to the assigned College location in satisfactory condition.

Returning Individual: Print Name/Title _____

Signature _____

Date Returned _____

Received back on-campus:

Department Property Coordinator Signature _____

Date _____

INSTRUCTIONS:

1. The individual requesting the off-campus use of equipment will complete Section 1
2. The Department Chair/Designated Representative will approve the off-campus form before the equipment leaves the University campus
3. Forward one copy to Property Accounting, retain a copy in the Department off-campus file and give one copy to the requesting individual
4. When the equipment is returned, the approved individual will complete Section 2 of his/her copy and the Department off-campus file copy
5. The Department Property Coordinator will sign in Section 2 of the form indicating that the equipment has been returned to campus and in Section 1 will indicate the date returned and the location the equipment is being placed
6. After the item has been returned and the form is completed, forward a copy to Property Accounting
- 7. This form expires on August 31st and MUST be completed and approved annually**