

# Request for Use of Equipment Off Campus

## "Property Pass"

This form **must** be used to request permission to take capital assets for use off campus.

To: \_\_\_\_\_  
Departmental Responsible Person

From: \_\_\_\_\_  
Staff Member

I hereby request authorization to use the following Teachers College, Columbia University equipment at \_\_\_\_\_

from \_\_\_\_\_ (Date) (Location) to \_\_\_\_\_ (Date)

Bar Code Tag Number(s): \_\_\_\_\_

Description of Equipment: \_\_\_\_\_

Purpose: This equipment will be used for \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Staff Member's Signature                      Date

The above equipment is needed in the performance of a College activity away from the campus and removal of the equipment for the time indicated will not impair existing programs in the \_\_\_\_\_ Department.

\_\_\_\_\_  
Departmental Approval                      Date  
(VP, AVP or Chair)

The above equipment has been returned:

\_\_\_\_\_  
Staff Member's Signature                      Date

\_\_\_\_\_  
Departmental Approval                      Date  
(VP, AVP or Chair)

Original: General Accounting - 175 Grace Dodge, Box 30  
CC: Shipping/Receiving  
Departmental files  
Staff Members