

College of Education Equipment Use Form

By signing this form, I accept responsibility as custodian of the equipment described below. I understand that I may be assessed for the loss of or damage to the property assigned to me by the college.

I understand that it is my responsibility to inform Patricia Garcia (pgarcia@uic.edu) via email if the location of the equipment changes. Additionally, I confirm that I have received a copy of the Equipment Loan for Employees and Students form. I agree to complete and submit the form to the Office of Administrative Services and receive approval before I remove the equipment from university property.

I understand that while I am authorized to use this equipment for university business, the equipment remains the property of the University of Illinois.

I will complete a police report with UIC Police if property is missing and I will send a PDF of the report for Patricia Garcia via email (pgarcia@uic.edu).

I will implement internal check-out form if needed in addition to ensuring off-campus property form is completed.

I agree to tag equipment immediately upon receipt of university property tag (P-Tag). Tags must be affixed to a permanent part of the equipment, where it receives the least damage and wear and is least likely to be concealed. The tag should be affixed where it can be seen easily and, whenever possible, on the lower right hand corner. If I fail to tag equipment in a timely manner, I understand that the college may reacquire the equipment.

I understand that the equipment may only be used for university business.

I understand that I am responsible for conveying the university property policies to all users.

I will ensure safekeeping of the equipment and safe return of equipment to ETL.

I agree to verify equipment location in a timely matter as a part of college annual inventory update and to respond to any correspondence in a timely manner.

I understand that the Accounting Office staff will give me a signed copy of this form with a return date and confirmation number when I have returned this equipment.

Equipment Information

Description: _____

Manufacturer: _____

Model Number: _____

Serial Number: _____

P-Tag Number (if available): _____

Custodian Information

Name: _____

Email Address: _____

Location of Equipment: _____

User name (s): _____

I have received a copy of the campus request for off-campus property form and I affirm that I understand and agree to the college property accounting procedures explained above

Signature

Date