

## Off-Campus Equipment Usage Form

**This form is intended for equipment being used in an alternate work location by OU employees. Please attach an explanation of any extenuating circumstances. Appropriate signatures are required prior to removal of equipment from a OU worksite.**

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### INSTRUCTIONS

#### POLICY/DEPARTMENTAL RESPONSIBILITY

All property that is owned by the University or for which the University is responsible is to be used only for University purposes.

Responsibility for University property rests with Department Chairs, Directors, and/or Budget Unit Heads of the various Departments. Property is charged to the Budget Sponsor's chartfield spread upon acquisition and is accounted for by a University-wide physical inventory annually. As a general policy, University property will not be removed from authorized campus locations. However, there are instances in which it would be advantageous for the University to allow employees to remove property for off-campus usage for approved remote work. When it is determined by the appropriate departmental authority that such is the case, the following policies and procedures shall be observed. Please attach explanation if needed.

#### POLICES AND PROCEDURES

1. Approval to remove University property from authorized locations in University owned or leased facilities must be secured from the Department Chair, Director, and/or Budget Unit Head who has responsibility for control of the item of University equipment involved. These approvals shall be documented on this form.
2. A written record of this approved document is to be maintained in the office of the approving authority and a copy to employee's department. Such record shall include at a minimum:
  - a. Description of property to be removed.
  - b. Make, model, and serial number of property.
  - c. University Inventory Tag Number.
  - d. Originating University location of the property.
  - e. Name, position classification, department name, telephone number, and email of the person authorized to remove the item of University property from its university location.
  - f. Location (street address, apartment number (if any), city, and state) to which property is to be relocated, and
  - g. Date on which University property is being removed from university location and date it is to be returned to university location;
  - h. All authorizing signatures.
3. Any person removing university property from a University location is to assume the responsibility for providing appropriate care and security in its transportation to the authorized off-campus location and for returning such property in satisfactory working condition. The person authorized to remove the University's property to an off-campus location may be made liable for the costs of repair or replacement of any such University property not so returned.
  - a. The person removing the University's property will acknowledge this responsibility by that person's signature on the University form containing such a statement of responsibility.
  - b. In the event of damage or destruction of the University's property due to fire, flood, windstorm or other natural causes, or in the event of the loss of such property through theft, the person having removed the University's property to an off-campus location shall file a report of loss or damage with the local authority (fire department, police department, or sheriff's office), and furnish a copy of that report to IT. If the equipment was a computing device (laptop, smart phone, flash drive, or tablet), this information must also be reported to Information Technology Security.
4. Copies of the Authorization Form will be furnished to the person authorized to remove the University property to an off-campus location, and Property Inventory, Financial Services.
5. As a general policy, University property that has been authorized for removal from its normal University location will be returned to that location as soon as possible. To that end:
  - a. Approvals for removal will be limited to the current remote work approval and/or renewal period.
  - b. If the authorizing authority deems it necessary, an extension of time for return of the University property must be approved in writing with copies provided to the individual authorized to use the property off-campus and to IT
  - c. At inventory time, all property that has been removed from University locations shall be physically accounted for by the person who has authorized the removal of the property.

6. In the event of a planned separation or extended absence of the person who has been authorized to remove the university's property to an off-campus location, the authorizing official shall be responsible for ensuring and providing for the return of the property to its University location prior to the departure of the individual. Extended absences include Sabbatical Leave or similar authorized absences of six months duration or longer.
7. For unanticipated separations or extended absences, the authorized person agrees to return the property to the University or make it available to the University for pick up at the university's reasonable convenience.
8. All university property removed from university locations shall be subject to the immediate recall by the university at any time deemed necessary by appropriate university authorities.

# Off-Campus Equipment Usage Form

Employee Name:		Date:
Title:		EMPL ID:
Supervisor Name:	Title:	
Department:	College:	

## DESCRIPTION OF PROPERTY

MAKE:	MODEL:	SERIAL NO:	INVENTORY TAG NO:
ENCRYPTED, Y/N (EQUIPMENT MAY NOT BE REMOVED UNLESS ENCRYPTED)			
ADDITIONAL DESCRIPTION			

*For additional equipment, please attach additional pages to this document.*

## UNIVERSITY PROPERTY AUTHORIZED TO BE IN POSSESSION OF (Moving to):

Authorized University Employee Name	Title	College/Department
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\*Is the possessor of equipment an OU employee? Y/N \_\_\_\_ If no, please attach explanation for this policy exception.

Authorized University Employee Phone	Employee Email
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New - Asset Location Address	City/State	Zip Code
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Date Removed from University Location	Date Returned to University Location
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By my signature, I authorize the person named above to move the property specified above from its present location on the University of Oklahoma campus to the location described above, under the CONDITIONS listed below. If the property is used to store, transmit, or create Protected Health Information or other protected information (student information, credit card data, etc.), I represented that I have confirmed that the equipment is encrypted.

Authorization Signature _____	Date: _____
Department Chair, Director, or Budget Unit Head	

Employee Signature _____	Date: _____
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**CONDITIONS**

Any person removing University property from its University location is to assume the responsibility for providing appropriate care and security in its transportation to the authorized off-campus location and for returning such property in satisfactory working condition.

In the event of damage or destruction of the University's property due to fire, flood, windstorm or other natural causes, or in the event of the loss of such property through theft, the person having removed the University's property to an off-campus location shall file a report of loss or damage with the local authority (fire department, police department or sheriff's office) and furnish copies of the report to the OU Campus Police Department and OU IT.

I acknowledge that this property is in satisfactory working order and condition and that I will return it in the same condition, usual wear and tear excepted. If the property is encrypted, I will not attempt to disable or circumvent the encryption.

I also acknowledge that if I fail to return the property for any reason, the University may elect to file an action for replevin (or damages, if the property is not available), and I will be responsible for all costs related to that action.

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Authorized Employee Signature

Date