



NON-TAGGED EQUIPMENT USE AUTHORIZATION

Departments are responsible for maintaining record of all University Purchased goods and equipment delivered to or used at non-ODU address.

[University Policy 3400 \(Fixed Asset Control\)](#) provide requirements associated with capital and ETF equipment. This form is to be used only for those items not governed by requirement of Policy 3400.

[University Policy 3001 \(Responsibility of BUDs on Use of Funds\)](#) provides guidance on requirements associated with expenditure of funds.

Staff Name	Item Description	Date Removed from Campus/Delivered to Non-ODU Address	Off-Site Use Approved by:	Date Item Returned to Campus	Dept. Representative Verifying Return

I hereby certify that the above is a true and complete statement regarding off campus use University purchased goods/equipment.

Print
Contact Person

Sign

Print
Initiating Dean, Department Chair, Director, Supervisor

Sign