



Fixed Assets
 Phone: 703-993-4456
 Email: assets@gmu.edu

Home Loan/Off-Campus Assignment Form

Instructions: Use this form to authorize the temporary assignment/loan of equipment to faculty or staff for off-campus use. Equipment is not required to be returned for scanning during the annual inventory. Retain the original of this form and send a copy to the Fixed Assets Office. Equipment assigned/loaned for off-campus use may be used only for official university business.

Department/Org Number: _____ Date: _____

Equipment Liaison: _____ Phone: _____

Equipment:

Item Description:		Use Code: (see below)	Expected return date:
Bar Code #	Serial #	Model #	Manufacturer

Certification

I acknowledge receipt of the above-described equipment. I will return this equipment when no longer required or upon termination of employment.

_____ Printed Name

_____ Office Building / Room

_____ Employee Signature

_____ Date

Departmental Approval

_____ Signature of Equipment Liaison

_____ Date

Date Returned:	New location - building:	New location - room:	Liaison receipt of equip (initial):
----------------	--------------------------	----------------------	-------------------------------------

Equipment Use Codes

(See *Departmental Equipment Procedures* at <http://fiscal.gmu.edu> for explanation of codes)

- 101 Instruction
- 102 Research
- 103 Public Service
- 104 Academic Support
- 105 Student Services
- 106 Institutional Support
- 107 Operation and Maintenance of Plant
- 809 Auxiliaries

For Fixed Assets Office Use Only	
_____	_____
Entered By	Date