



USF FORM #6028  
OFFCAMPUS PROPERTY PERMIT

Permits are valid for a maximum of one year and must be renewed annually. Property can be taken off-campus for official university business only. Illegible, incorrect and/or incomplete forms will be returned to the custodian unprocessed for corrections and/or clarification.

CHART FIELD COMBINATION (Use one per form.)

Op Unit	Fund	Dept ID	Product	Initiative	Project

USF Tag #	Description	Serial ID	Return	Ret Loc

From Date	To Date	Purpose	Property Use Address

Custodian Signature

Date

CUSTODIAN SUPERVISOR AUTHORIZATION (REQUIRED)

Supervisor Name (Print)

Supervisor Signature

Date

ACCOUNTABLE OFFICER AUTHORIZATION (REQUIRED)

Accountable Officer Name (Print)

Accountable Officer Signature

Date

CONFIRM RETURN OF PROPERTY TO UNIVERSITY

When USF equipment is returned to an on-campus location, indicate above the building/room the equipment was returned to. If it is a partial return, indicate above which items were returned. Confirm your return of this equipment by providing the signature below of the authorized Accountable Officer. Illegible, incorrect and/or incomplete forms will be returned to the custodian unprocessed for corrections and/or clarification.

Accountable Officer Return Verification Signature

Date