

**USF FORM #6028
OFF-CAMPUS PROPERTY PERMIT**

Submit completed requests to assethelp@usf.edu

Do not send from DoSign application. Please download signed copies and mail from a USF user email address
 Permits are valid for a maximum of one year and must be renewed every January. 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

Valid for Calendar Year	Purpose	Property Use Address

USF Custodian Name (Type or Print Legibly)	Employee ID#	USF Office Location
		BLDG Room#

I have read and understand the university procedures and requirements regarding off property use. I acknowledge and accept full responsibility for the above described equipment. I agree to reimburse the University of South Florida for damage or loss resulting from negligence. I understand that I may be charged a daily rental fee for use other than official university business. I understand that this equipment may need to be returned to the university at any reasonable time for inventory verification.

Custodian Signature

Date

CUSTODIAN SUPERVISOR AUTHORIZATION (REQUIRED)
