



The University of Georgia

Property Control

Authorization for Use of University of Georgia Property at Non-UGA Locations

Regent's policy states: "Personal property such as portable personal computers or similar items may be removed from campus to the home of an employee or off campus site when the purpose is for business use only. Such use shall be tightly controlled and documentation as to the location and use shall be available at all times."

To comply with the Regent's policy and to provide for insurance coverage at the indicated address, authorization by the appropriate department head, dean, or director, and Senior Vice President are required to use the University property listed below for University purposes. Senior Vice Presidents are responsible for the implementation and documentation required under this policy.

Inventory Number(s)	Item Description(s)	Serial Number(s)	Dollar Value
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Off-Campus Address of Equipment	Use to be Made of Property
_____	_____
_____	_____
_____	_____

Date to be Removed _____ (mm/yyyy) Date to be Returned _____ (mm/yyyy)

Authorization for removal should be for a period no longer than 12 months. Prior to the expiration month, Property Control will send a confirmation as to whether the equipment will be returned or renewed for another period.

Individual Requesting _____
 Authorization: _____ printed name _____ department name
 _____ signature _____ current position held at UGA
 _____ position short title and number

Authorized Signatures Required:

 Department Head date

 Dean or Director date

 Appropriate Senior Vice President date

Distribution of approved request:

original - Individual using property
 cc: Department Head cc: Dean or Director
 cc: Appropriate Senior Vice President cc: Property Control Office for inventory records annotation