



**Equipment Loan or Transfer to Out-of-Office Location Form**

**Document Name:** Equipment Loan or Transfer to Out-of-Office Location Form

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**Approved By:** Director, SMREA

The purpose of this agreement is (1) to aid the Property Manager in accounting for the equipment of Texas Woman's University and (2) protect Texas Woman's University and its departments against negligent loss of, or damage to University-owned equipment.

Requestor First & Last Name \_\_\_\_\_ Requestor TWU Email \_\_\_\_\_

Department \_\_\_\_\_

New Location (i.e. home address) \_\_\_\_\_

Please list all assets that will be moved from campus to another location.

Asset No.	Asset Type	Manufacturer
<i>e.g. 818123 (or leave blank if not tagged)</i>	<i>e.g. computer, printer, scanner, monitor</i>	<i>e.g. HP, Apple, Dell, Kofax, etc.</i>

Permission is being granted to temporarily relocate the Texas Woman's University owned equipment listed above to the location(s) listed. If the equipment is damaged as a result of an intentional act or negligence while in my care due to vandalism, theft, or any other non- business related reason, I agree to reimburse Texas Woman's University for any repair costs, or the replacement cost of the equipment, or I will replace the equipment with either the same model and manufacturer or in like kind, at the option of the Department Head/Director.

**Requestor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Department Head Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Email the completed form to [assets@twu.edu](mailto:assets@twu.edu) and if the asset is technology, cc [servicedesk@twu.edu](mailto:servicedesk@twu.edu) to assure appropriate processing.