

**University of Massachusetts Amherst  
Off-Site Equipment Form**

**Purpose:**

This form is to assist departments with accounting for equipment owned by the University of Massachusetts. This form, a similar form or sign-out log is required for all equipment taken off-site. Equipment can only be signed out when it is required for specific University business purposes. University personnel must exercise reasonable care to protect equipment owned by the University. Equipment that is no longer being used off-site for its intended business purpose needs to be returned to campus.

This form applies to all university property and equipment, regardless of the source of funds from which the items were acquired. Example of University equipment that needs to be signed out includes research equipment, laptop computers, desktop computers, cameras, and audio devices. Computer and the data stored in them need to be maintained in a secure environment. Confidential University data can not be put at risk by being taken off-site. University personnel may be held personally liable for damaged or lost equipment at the option of the Head of the Department.

**1. Equipment Description:** \_\_\_\_\_

**Model Number:** \_\_\_\_\_ **Serial Number:** \_\_\_\_\_

**Manufacturer** \_\_\_\_\_

**University Tag Number or Asset ID Number** \_\_\_\_\_

**Acquisition Cost** \_\_\_\_\_ **Condition** \_\_\_\_\_

**2. Location or address at which equipment is to be used**

**3. Business purpose for Off-Site Location**

**4. Period beginning** \_\_\_\_\_ **and ending** \_\_\_\_\_ (one year maximum)

\_\_\_\_\_  
**Name of Borrower (Please Print)**

\_\_\_\_\_  
**Signature of Borrower**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Department Head Approval  
(Please Print)**

\_\_\_\_\_  
**Department Head Approval Signature**

\_\_\_\_\_  
**Date**

**Keep one copy or PDF of this form in your department. A second copy should be kept with the equipment, or save PDF image on your phone, Laptop, or other mobile device.**