

UNIVERSITY OF IOWA PROPERTY MANAGEMENT

INSTRUCTIONS: OFF CAMPUS USE OF PROPERTY FORM

FORM PURPOSE

Complete **and maintain** a copy of this form to document short-term (6 months or less) off-campus use of University property. Such records are to be maintained in departmental offices and do not need to be sent to the Property Management Office (departments may utilize the Off-Campus Use of Property form).

Complete, maintain, **and submit** a copy of this form to the Property Management Office (PMO) to document long-term (more than 6 months) off-campus use of University property.

GENERAL INFORMATION

DO NOT use this form to:

- **Document off-campus use of Government-owned property** under the custody of The University of Iowa. Please submit a “*Statement of Government-Owned Equipment Status*” form to PMO in order to document this change.
- **Transfer** equipment to another department within the University or to University Surplus.

INSTRUCTIONS

Please print legibly so all assets can be updated correctly. If you need to list more assets than the form provides, please attach a listing showing the information as requested on the form.

For each asset to be updated, furnish the following:

- UI Tag Number.
- Description: enter a brief description of the item to be transferred (e.g., a noun with descriptive adjective(s) and vendor name).
- Serial #: enter the information as recorded on the asset.
- Projected return date.

In “Off-Campus Information” section, provide the complete address for the asset(s).

Two signatures are required: the first signature shall be the Department Contact requesting/initiating the form and the second signature shall be the Departmental Executive Officer or designee. Signature stamps will not qualify as either of the 2 required signatures.

NOTE: If the expected length of time that the equipment will be off campus is not more than 6 months, the Custodial Department is responsible for maintaining a current copy of this form.

Send completed form for **long-term relocation** to:

*Property Management Office
609 Jefferson Building*

Upon completion, the Property Management Office will return a copy of the updated form to the Dept Contact.

Questions? Please contact the Property Management Office (335-0118).