

TEXAS A&M ENGINEERING EXPERIMENT STATION
FISCAL OFFICE
THE TEXAS A&M UNIVERSITY SYSTEM

Equipment Checkout Request Form
Off Campus Use of Equipment by an Employee

This completed and signed form documents the use of the following property by an employee:

Asset Number	Description of Asset

To be used off campus (check one):

Short-term (less than 30 days) to be returned on or before: _____

Long-term (greater than 30 days) to be returned on or before: _____

I, _____, understand that I am responsible for the property listed above while it is in my possession. I will exercise reasonable care of this equipment and safeguard it against theft, damage and misuse. I will use this equipment only for activities benefiting TEES and TAMUS. I will return the property by the date listed above or upon separation from TEES and/or TAMUS.

Employee Signature

Date

Approval of Loan:

Accountable/Alternate Accountable Property Officer Printed Name

Date

Accountable/Alternate Accountable Property Officer Signature

Department/Division Name or Code