

# Harvard University

## Authorization for Off-Campus Use of Equipment

This form indicates off-campus location of equipment; departments must complete and retain locally and/or forward to their school's Equipment Management Office.

### 1. Equipment requested to be used off-campus

Tag No.	Description	Titled to:
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Current location:

Bldg.	Room
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Intended off-campus location:

Bldg.	Room	Institution name and address if not Harvard
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Tag No.	Description	Titled to:
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Current location:

Bldg.	Acquisition Date	Current location:	Room
		Bldg.	

Intended off-campus location:

Bldg.	Room	Institution name and address if not Harvard
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(attach additional forms if necessary)

### 2. Department approval of equipment transfer

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Authorized signature

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Date