

MORGAN STATE UNIVERSITY OFF-CAMPUS PROPERTY PASS

Instructions:

1. The below-mentioned property can only be removed from campus after the original form is sent to the Property Control department, appropriate approvals are obtained, and the form returned to the borrower.
2. The relocation is: Temporary (up to 90 days) Permanent (greater than 90 days)
(ANNUAL RENEWAL REQUIRED)

Date of Request:		Requesting Department:		
Return Date:		Requester:		Telephone #:
Property Asset #	Description	From		To
		Building	Room #	Off-Campus Location

PLEASE READ THE FINANCIAL RESPONSIBILITY STATEMENT BEFORE SIGNING

	Name (Print or Type)	Signature	Date
Requester			
Accountable Officer			
Departmental Property Officer			
Department Director/Dean			
Approval: Vice President			
Director of Procurement & Property Control			
Inventory Control Manager			

Date Returned	Returned By	Received By (Signature)
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FOR OFFICE USE ONLY:

Inputted By:	Date:
Reviewed By:	Date:

Financial Responsibility Statement

Permission to take equipment off campus is generally limited to the faculty and staff for use only on official University business. Off campus personal use is prohibited. It is the responsibility of the department head to maintain a copy of a Property Pass approved by Property Control signifying permission and including a description of what equipment is taken: i.e., model number, tag number, serial number. Additionally, the inception date of the pass and when the equipment is to be returned will be shown.

The procedures detailed above for faculty and staff also applies to students permitted to use University-owned equipment. Items assigned for use in an academic context such as musical instruments are subject to the individual department's procedures.

It is important to note that when borrowing equipment, the borrower accepts responsibility for the security of the items and is liable for damage caused by negligence. If the equipment is lost or stolen, the borrower will be held financially liable and responsible for the replacement value of said equipment.