



Equipment being taken off campus

(Please complete and forward to Head of School)

School/Department	<input type="text"/>
Description Of Equipment	<input type="text"/>
Dollar Value (\$)	<input type="text"/>
Specific Description	<input type="text"/>
Asset Identification Number	<input type="text"/>
Type	<input type="text"/>
Serial Number	<input type="text"/>
Model	<input type="text"/>
Date Of Departure	<input type="text"/>
Date Of Return	<input type="text"/>
Borrower's Name	<input type="text"/>
Off-Campus Location	<input type="text"/>
Brief Description Of Project	<input type="text"/>

Borrower's Signature

Date

HEAD OF SCHOOL APPROVAL

Signature

Date

Form to be retained in the School

Please Note:

- The equipment must have a carrying case; if possible, that offers some reasonable degree of protection.
- When not in use the equipment must be kept under lock and key.
- All equipment must be marked with the University's name.
- If stolen, the theft must be reported to the nearest police station, as soon as the theft has been discovered and Insurance Services insuranceclaims@uq.edu.au must be notified.