

**Attractive Items**  
**OFF-SITE PROPERTY PERMIT**

Permits are valid for a maximum of one year and must be renewed annually. Property can be taken off-campus for official university business only. Illegible, incorrect and/or incomplete forms will be returned to the custodian unprocessed for corrections and/or clarification.

Op Unit	Dept ID	Department Name

Make /Model/Description	Serial Number	On Campus Location	Off Campus-Location (Address)

I have read and understand the university procedures and requirements regarding off-campus property use. I acknowledge and accept full responsibility for the above-described equipment. I agree to reimburse the University of South Florida for damage or loss resulting from negligence. I understand that I may be charged a daily rental fee for use other than official university business. I understand that this equipment may need to be returned to the university at any reasonable time for inventory verification.

_____	_____	_____
Custodian Name (Print)	Custodian Signature	Date

**CUSTODIAN SUPERVISOR AUTHORIZATION (REQUIRED)**

_____	_____	_____
Supervisor Name (Print)	Supervisor Signature	Date

**ACCOUNTABLE OFFICER AUTHORIZATION (REQUIRED)**

_____	_____	_____
Accountable Officer Name (Print)	Accountable Officer Signature	Date