

Off-Campus Equipment

- The off-campus equipment form is used when a District employee has a work related need to take District equipment off-campus.
- This form MUST be completed BEFORE the equipment is taken off-campus.
- Approvals of the area dean and vice president must be obtained BEFORE the equipment is removed from District property.
- When the employee who is removing the equipment from District property signs the form, he/she is accepting full financial responsibility for the equipment.
- Off-campus equipment forms are available in Plant Operations (CPC, CYC, SCC, PRC) and the Business Office (CHEC).
- Complete the off-campus equipment form and submit it to the Business Office BEFORE the equipment is taken off-campus.