

The University of North Carolina at Chapel Hill



COLLEGE OF ARTS AND SCIENCES

Romance Studies

OFF-CAMPUS USE AGREEMENT AND AUTHORIZATION

University User: _____ Effective Date: _____

>>>Notify ROMS business officer and accounting technician when equipment is returned to campus.<<<

UNC-CH Capitalized Item Description	Item Serial #	Equipment Decal/Bar code#
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Location of Off-Campus Use: _____

Purpose of Off-Campus Use: _____

The equipment will be used solely and exclusively for official University business as described in [Policy 603.4, University of North Carolina at Chapel Hill Procedure on Reporting University Equipment Movement On and Off Campus](#).

Conditions for Use of University Equipment or Property Off Campus:

- 1) Generally, removal of University equipment, furnishings, and similar property from campus is not permitted unless all of the following conditions are met:
 - a) relocation is temporary;
 - b) relocation of the property will not hinder the University’s normal operations;
 - c) the property will be used solely and exclusively for official University business;
 - d) reasonable measures are taken to protect the property from loss or damage; and
 - e) the User’s Dean/Director/Department Head (“DDD”) approves of the use.
- 2) User agrees
 - a) to return the equipment or property to campus by the Termination Date provided above and to notify Asset Management when the property is returned to campus; or
 - b) if appropriate, to renew this authorization to extend the off-campus use beyond the Termination Date.
- 3) Departments may procure all risk insurance for the equipment through the University’s Risk Management Division. If the Department does not procure such insurance (or insurance is not provided through an arrangement with a third party), then the Department is responsible for all damage or loss that may occur off-campus.
- 4) The University may demand return of the equipment for the following reasons
 - a) termination of the User’s employment with the University;
 - b) loss of supporting funds for the research or activity necessitating the off-campus use;
 - c) any other reason deemed necessary by the University.
- 5) User acknowledges that the University accepts no responsibility for any unauthorized off-campus use.

User signature: _____ Date: _____

DDD signature: _____ DDD Approval Date: _____