

# Off-Site Use Of Equipment Request Form for University of Nebraska-Omaha Property

\*Fixed assets purchased with Federal or Federal Pass-Through Funding may NOT be transferred without prior, documented approval from Sponsored Programs.

Date: \_\_\_\_\_

Requestor: \_\_\_\_\_ Department: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Requestor)

\_\_\_\_\_  
(Date)

Reason for Loan:

## ITEMS ON LOAN:

| QUANTITY/DESCRIPTION (make, model #) | SERIAL # | UNO TAG # | UNIT PRICE | TOTAL PRICE |
|--------------------------------------|----------|-----------|------------|-------------|
|                                      |          |           |            |             |
|                                      |          |           |            |             |
|                                      |          |           |            |             |
|                                      |          |           |            |             |
|                                      |          |           |            |             |

Present Location of Property: \_\_\_\_\_

Off-site location receiving loan of equipment:

\_\_\_\_\_

Date of return from receiving Institution: \_\_\_\_\_

|                                |        |
|--------------------------------|--------|
| Approval Signatures:           |        |
| _____                          | _____  |
| (MOVAN Director)               | (Date) |
| _____                          | _____  |
| (Department Chair)             | (Date) |
| _____                          | _____  |
| (Controller's Office)          | (Date) |
| _____                          | _____  |
| (Office of Sponsored Programs) | (Date) |