

APPLICATION TO TAKE OR HOLD UNIVERSITY EQUIPMENT OFF CAMPUS

Your Cost Centre Head or Nominated Delegate's prior approval is required to take or hold University equipment off campus.

Once completed, please forward an approved copy of this application to:
Asset Management Office, Financial and Business Services, F-Block, Lismore Campus

Please note the following conditions:

- Equipment is to be taken off campus for official use only (maximum loan period 12 months)
- Equipment is to be returned in good order, and signed back in by the staff member in your work unit responsible for the administration of loan applications
- Asset Management Office is to be notified by email when equipment has been returned, email: assets@scu.edu.au

Borrower's Details	
Name:	
Division/School/Department/Directorate:	
Borrower's Position:	Contact Phone:
Signature:	Date: / /

Loan Details	
SCU Barcode No.	Equipment Description:
Make/Model No.	Serial No.
Reason for Loan:	
Off Campus Address:	
Loan commencement date: / /	Return Date: / /

Approval
Name: Head of School/Department/Directorate/Nominated Delegate:
Equipment Loan Approved: (Signature)
Comments:

Assets Management Unit – Office Use Only

Southern Cross University Equipment Loan Approval No:

Asset Register Updated: / /0
Equipment Return Date Noted: / /0