



University
of Windsor

OFF CAMPUS CAPITAL ASSET LOCATION FORM

This form to be completed when an asset is being loaned or relocated off campus.

Is the equipment being loaned? Yes No

Is the equipment being relocated? Yes No

Name of person asset is being assigned to and who will be responsible for it (please print):

Relocation address of the asset: _____

Duration of time equipment will be off campus: _____

Provide description of asset, serial number and University tag number (if known):

Provide Department or Grant business number and account the asset was originally assigned to:

The equipment being borrowed or relocated off this campus is the property of the University of Windsor. You may borrow or relocate this equipment for the duration indicated above and must return it at the time specified.

Please read and sign the following agreement to indicate your understanding and agreement with the terms and conditions of this loan or relocation. This form also serves as an authorization to remove the described equipment from the campus.

Responsibility Agreement:

I understand that by removing the University owned equipment described above, I am fully responsible for this equipment while in my possession and promise to reimburse the University for its replacement value, if it is damaged or stolen.

Your typed name below indicates your approval of the form and confirms that all information is accurate.

Signature of person responsible for the asset: _____ Date: _____

Equipment loan or relocation has been authorized by:

Name and Title at University (Please Print): _____

Signature: _____ Department and Ext. #: _____

Submit Form To: Capital Assets and Projects Clerk at capitalassets@uwindsor.ca. If there are any questions while filling out the form, contact the Capital Assets and Projects Clerk at ext. 2121.