



USF FORM #6028
OFFCAMPUS PROPERTY PERMIT

Permits are valid for a maximum of one year and must be renewed annually. Property can be taken off-campus for official university business only. Illegible, incorrect and/or incomplete forms will be returned to the custodian unprocessed for corrections and/or clarification.

CHART FIELD COMBINATION (Use one per form.)

Table with 6 columns: Op Unit, Fund, Dept ID, Product, Initiative, Project

Table with 5 columns: USF Tag #, Description, Serial ID, Return, Ret Loc

Table with 4 columns: From Date, To Date, Purpose, Property Use Address

Custodian Signature

Date

CUSTODIAN SUPERVISOR AUTHORIZATION (REQUIRED)

Supervisor Name (Print)

Supervisor Signature

Date

ACCOUNTABLE OFFICER AUTHORIZATION (REQUIRED)

Accountable Officer Name (Print)

Accountable Officer Signature

Date

CONFIRM RETURN OF PROPERTY TO UNIVERSITY

When USF equipment is returned to an on-campus location, indicate above the building/room the equipment was returned to. If it is a partial return, indicate above which items we U H U H W X U Q H G E \ S X W W L Q J D ' FFR-OFXNPOU N
Confirm your return of this equipment by providing the signature below of the authorized Accountable Officer. Illegible, incorrect and/or incomplete forms will be returned to the custodian unprocessed for corrections and/or clarification.

Accountable Officer Return Verification Signature

Date