

Equipment Check-Out Form for Employees (off campus)

This form should be used when an employee takes UND equipment off campus for a business purpose. All major and minor equipment being used off campus for more than seven consecutive days must be designated as located in location code OFF-CAMPUS. To change the location to OFF-CAMPUS, contact Asset Management at 701.777.3126.

Employee Information

Name: _____ Department: _____ Phone: _____

-I understand that the department has the right to request that I return the equipment to the University at any time.
 -I understand that because the equipment is the property of the University, it may be necessary for auditors or department inventory staff to come to the location (mentioned above) to visually verify that the equipment is at that location and is being used as intended.
 -I understand that personal use of University property is a violation of Section 12.1-23-07 of the North Dakota Century Code.
 -I understand that if I fail to return the equipment to the University, appropriate sanctions may be taken against me, including withholding of moneys due me by the University until such equipment is returned.

Employee Signature: _____ Date: _____

Equipment Information

Description	UND Tag Number	Serial Number	Check Out Date	Expected Return Date

Employee's Department Information

If equipment is damaged, lost, stolen, or not returned, the department will be charged for the cost to replace it.

Authorizing Department Signature (employee's supervisor): _____

Dept. Contact Person: _____ Contact Phone #: _____

Fund #: _____ Dept. #: _____

For Office Use Only: To be completed by department owning the equipment

The department owning the equipment retains this original form and is responsible for annual inventory verification.

Date Checked Out: _____ Authorized by: _____

Date Returned: _____ Received By: _____

Instructions for Equipment Checked Out for Off-Campus Use (Employees)

Each UND department is responsible for tracking and insuring their major and minor equipment inventory. The attached revised *Equipment Check-Out Form for Employees* will assist departments with the tracking of major and minor equipment checked out by employees when taking UND equipment off campus for state business. It will also serve as a reminder to departments to **ensure adequate insurance coverage** is obtained.

One example of when to use this form is if a faculty member is using a UND laptop at home during the summer for research purposes.

Before equipment is checked out:

- 🔊 Must verify with the supervisor that UND equipment can be taken from the premises of UND.

- 🔊 The department needs to verify with the department's asset management contact, the location *code* of the equipment in the asset management records.

- 🔊 If equipment is being taken off campus for *less than seven* consecutive days, the location code in the department's asset management records does not need to be changed.

- 🔊 If equipment is taken off campus for *more than seven* consecutive days, the department's asset management contact must verify that the equipment is coded to OFF CAMPUS. If the equipment is not coded to OFF CAMPUS, the department's asset management contact needs to contact Becky Lucke at Asset Management, 777-3126, to have the location code changed within the system. Also, if the location code of the equipment needs to be changed from building to OFF CAMPUS, e-mail UND's Risk Management at UND.safety@email.und.edu to ensure proper insurance coverage is obtained.

- 🔊 Major or minor equipment that is consistently being taken off campus needs to have a location code of OFF CAMPUS in the asset management PeopleSoft system at all times.

The revised Equipment Check-Out Form for Employees is located on the UND Risk Management & Insurance website at: <http://und.edu/finance-operations/environmental-health-and-safety/riskmanagement.cfm>

The form is retained by the department responsible for the equipment.