

**THE UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER  
PROPERTY INVENTORY, FINANCIAL SERVICES  
OFF-CAMPUS USAGE AUTHORIZATION FORM**

**This form is intended for equipment being used in a non-OUHSC controlled facility by OUHSC Faculty and Staff. Please attach an explanation of any extenuating circumstances. Appropriate signatures are required prior to removal of equipment from OUHSC controlled premises.**

|  |          |       |
|--|----------|-------|
| TO: <b>FINANCIAL SERVICES - PROPERTY INVENTORY</b> |          | Date: |
| FROM:  | TITLE:   |       |
| DEPARTMENT:  | COLLEGE: |       |

**DESCRIPTION OF PROPERTY**

|                               |        |   |                   |
|-------------------------------|--------|---|-------------------|
| MAKE:                         | MODEL: | SERIAL NO:                                      | INVENTORY TAG NO: |
| ENCRYPTED, IF APPLICABLE? Y/N |        | (EQUIPMENT MAY NOT BE REMOVED UNLESS ENCRYPTED) |                   |
| ADDITIONAL DESCRIPTION        |        |   |                   |

**UNIVERSITY PROPERTY AUTHORIZED TO BE IN POSSESSION OF (Moving to):**

|                                     |       |                    |
|-------------------------------------|-------|--------------------|
| Authorized University Employee Name | Title | College/Department |
|-------------------------------------|-------|--------------------|

\*Is new custodian an OUHSC employee? Y/N \_\_\_\_ If no, please attach explanation for this policy exception.

|                                      |                |
|--------------------------------------|----------------|
| Authorized University Employee Phone | Employee Email |
|--------------------------------------|----------------|

|                              |            |          |
|------------------------------|------------|----------|
| New - Asset Location Address | City/State | Zip Code |
|------------------------------|------------|----------|

|                                       |                                      |
|---------------------------------------|--------------------------------------|
| Date Removed from University Location | Date Returned to University Location |
|---------------------------------------|--------------------------------------|

By my signature, I authorize the person named above to move the property specified above from its present location on the University of Oklahoma Health Sciences Center campus to the location described above, under the CONDITIONS listed below. If the property is used to store, transmit, or create Protected Health Information or other protected information (student information, credit card data, etc.), I represented that I have confirmed that the equipment is encrypted.

Authorization Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Department Chair, Director, or Budget Unit Head

Financial Services Signature \_\_\_\_\_ Date: \_\_\_\_\_

**CONDITIONS**

Any person removing University property from its University location is to assume the responsibility for providing appropriate care and security in its transportation to the authorized off-campus location, and for returning such property in satisfactory working condition.

In the event of damage or destruction of the University's property due to fire, flood, windstorm or other natural causes, or in the event of the loss of such property through theft, the person having removed the University's property to an off-campus location shall file a report of loss or damage with the local authority (fire department, police department or sheriff's office) and furnish copies of the report to the OUHSC Campus Police Department and OUHSC Property Inventory – see instruction #3b below.

I acknowledge that this property is in satisfactory working order and condition and that I will return it in the same condition, usual wear and tear excepted. If the property is encrypted, I will not attempt to disable or circumvent the encryption.

I also acknowledge that if I fail to return the property for any reason, the University may elect to file an action for replevin (or damages, if the property is not available), and I will be responsible for all costs related to that action.

|  |               |
|--|---------------|
| _____<br>Authorized Employee Signature | _____<br>Date |
|--|---------------|

# INSTRUCTIONS

## POLICY/DEPARTMENTAL RESPONSIBILITY

All property that is owned by the University or for which the University is responsible is to be used only for University purposes.

Responsibility for University property rests with Department Chairs, Directors, and/or Budget Unit Heads of the various Departments. Property is charged to the Budget Sponsor's chartfield spread upon acquisition, and is accounted for by a University-wide physical inventory annually. As a general policy, University property will not be removed from authorized campus locations. However, there are instances in which it would be advantageous for the University to allow faculty, staff, or students to remove property for off-campus usage. When it is determined by the appropriate departmental authority that such is the case, the following policies and procedures shall be observed. Please attach explanation if needed.

## POLICES AND PROCEDURES

1. Approval to remove University property from authorized locations in University buildings must be secured from the Department Chair, Director, and/or Budget Unit Head who has responsibility for control of the item of University equipment involved as well as Financial Services. These approvals shall be documented on this form.
2. A written record of this approved document is to be maintained in the office of the approving authority and a copy to Financial Services. Such record shall include at a minimum:
  - a. Description of property to be removed;
  - b. Make, model, and serial number of property;
  - c. University Inventory Tag Number;
  - d. Originating University location of the property;
  - e. Name, position classification, department name, telephone number, and email of the person authorized to remove the item of University property from its University location;
  - f. Location (street address, apartment number (if any), city, and state) to which property is to be relocated, and
  - g. Date on which University property is being removed from University location and date it is to be returned to University location;
  - h. All authorizing signatures.
3. Any person removing University property from a University location is to assume the responsibility for providing appropriate care and security in its transportation to the authorized off-campus location, and for returning such property in satisfactory working condition. The person authorized to remove the University's property to an off-campus location may be made liable for the costs of repair or replacement of any such University property not so returned.
  - a. The person removing the University's property will acknowledge this responsibility by that person's signature on the University form containing such a statement of responsibility.
  - b. In the event of damage or destruction of the University's property due to fire, flood, windstorm or other natural causes, or in the event of the loss of such property through theft, the person having removed the University's property to an off-campus location shall file a report of loss or damage with the local authority (fire department, police department, or sheriff's office), and furnish a copy of that report to Property Inventory. If the equipment was a computing device (laptop, smart phone, flash drive, or tablet), this information must also be reported to Information Technology Department (IT).
4. Copies of the Authorization Form will be furnished to the person authorized to remove the University property to an off-campus location, and Property Inventory, Financial Services.
5. As a general policy, University property which has been authorized for removal from its normal University location will be returned to that location as soon as possible. To that end;
  - a. Approvals for removal will be limited to the current fiscal year;
  - b. If the authorizing authority deems it necessary, an extension of time for return of the University property must be approved in writing with copies provided to the individual authorized to use the property off-campus and to Property Inventory;
  - c. At inventory time, all property which has been removed from University locations shall be physically accounted for by the person who has authorized the removal of the property.
6. In the event of a planned separation or extended absence of the person who has been authorized to remove the University's property to an off-campus location, the authorizing official shall be responsible for ensuring and providing for the return of the property to its University location **prior** to the departure of the individual. Extended absences include Sabbatical Leave or similar authorized absences of six months duration or longer.
7. For unanticipated separations or extended absences, the authorized person agrees to return the property to the University or make it available to the University for pick up at the University's reasonable convenience.
8. All University property removed from University locations shall be subject to the immediate recall by the University at any time deemed necessary by appropriate University authorities.
9. Upon the receipt of this Statement of Policy and Procedure, each Department Chair, Director, and/or Budget Unit Head will identify all items of University property which have been authorized by those individuals for removal from their University location, will verify their current locations, and will either approve the continued use of that property away from the University location, or have the property returned to the University.
  - a. If authorization is given for continued use away from the University's location, the authorizing person shall furnish Property Inventory the information specified in item 2, above.
  - b. Such information is to be provided within thirty (30) days following receipt of this Statement of Policy and Procedure, or the return of the University's property is to be accomplished within that thirty (30) day period.