

# UK COOPERATIVE EXTENSION SERVICE

## OFF-SITE EQUIPMENT AUTHORIZATION

REQUEST FOR AUTHORIZATION TO TEMPORARILY REMOVE EQUIPMENT FROM CES PREMISES

*UKCES policy sets responsibility for maintaining the official record of equipment and each county office is charged with responsibility for implementing internal controls designed to safeguard their equipment.*

*In keeping with this policy, equipment may not be permanently removed from County Extension Office premises. However, some equipment may be temporarily removed with written justification, proper approval, and notification of the CES District Directors.*

### **INSTRUCTIONS:**

Use this form to request authority to temporarily remove equipment from County Extension premises and to notify CES District Directors.

County: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PROPERTY NUMBER (if applicable)	DATE	DESCRIPTION	SERIAL NUMBER

### **TEMPORARY LOCATION:**

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

County: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_

JUSTIFICATION: (Include the specific dates of the period the equipment will be located off CES Office premises.)

I accept full responsibility for the security and proper utilization of this equipment while at this temporary location.

\_\_\_\_\_  
Print Name of Employee Making Request

\_\_\_\_\_  
Signature of Employee Making Request      Phone \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorizing Official      Phone \_\_\_\_\_ Date \_\_\_\_\_

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Date Equipment Returned: \_\_\_\_\_

Receiving Official: \_\_\_\_\_