



Asset Management

Old Main Room 101 • Dept. 3314 • 1000 E. University Avenue • Laramie, WY 82071
Phone (307) 766-2302 • Fax (307) 766-6762 • Email property@uwyo.edu

ORGANIZATION CHECK-OUT LIST FOR TEMPORARY LOCATION CHANGE OF EQUIPMENT

Please Send Original to Asset Management - Keep a Copy in the Organization's Main Office

ORGANIZATION NUMBER: _____ **UW ORGANIZATION NAME:** _____

UW Asset ID Tag #	Serial #	Model #	Description	Details of location where equipment will be located	Date Removed	Date To Be Returned	Date UW Property Returned

I, _____ (Please Print Name)
request approval to borrow UW property, as shown above, for UW business-related use only. I understand that, upon approval of this request, the responsibility for this UW property becomes solely mine while in my possession.

Signed: _____ Date: _____ Email: _____

____ Approved or ____ Disapproved: _____ Date: _____
Department Head or Director

____ Approved or ____ Disapproved: _____ Date: _____
Appointing Authority

Borrowing assets purchased with grant fund must be approved by Office of Sponsored Programs. _____