

Request to Take University Computer Off Campus Form

Send or email original form to lscsr@byu.edu. Retain a copy for your department records.

*Note: This form is to be used when planning to set up and use a computer off-campus for an extended period.
Frequent or incidental laptop usage at home does not require prior approval.*

Questions? | Danny Yeo, IT Director (danny_yeo@byu.edu)
Russell Nielson, Asst Dean/Controller (russell_nielson@byu.edu)

Custodian:

Extension:

Department:

Tag Number <i>8 characters</i>	Asset Type <i>(computer, laptop, monitor, etc.)</i>	Manufacturer	Model <i>22 characters</i>	Serial No. <i>22 characters</i>
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Purpose for taking equipment from campus

Address where equipment will be located

Date taken from campus:

Date to be returned:

I here by acknowledge the receipt of University-owned equipment that I will be taking off campus to be used for University-related work. I realize this equipment will be subject to verification during the annual computer inventory process.

Custodian Signature

Date

Dept Business Mgr Signature

Date

Department Chair Signature

Date

Dean Signature

Date

Note: Please notify your department business manager and LSIT when the equipment is returned to campus.