



## ***Use Of Equipment By Employee When Not On Campus***

(see <http://baowww.uoregon.edu/PropertyControl/maintainingequipment.htm>)

Requests to use University equipment at off-campus sites by University personnel or students, for research or administrative use, requires a written loan agreement between the borrower and the owning department. The department is responsible for completing a [Property Receipt Form](#), "the agreement". This agreement should include the name, address, phone number and social security number of the borrower, the inventory number and description of the equipment, the temporary location of the equipment, and the date the equipment will leave campus and return (described in detail on the next page). The borrower must agree to use, maintain and protect the equipment the same as similar department and/or personal equipment (see [High Risk Equipment](#) below). Finally, the Department head must approve the agreement and forward a copy to the Property Control Manager.

**Note:** Institution equipment is intended for use by the institution and is not for personal use by faculty, staff or students at any time. [FASOM 08.03C1c](#) (see <http://www.ous.edu/cont-div/fasom/sec8/sec0803.htm>).

## ***High Risk Equipment***

(see <http://baowww.uoregon.edu/PropertyControl/maintainingequipment.htm>)

High-risk equipment is defined as any equipment, regardless of cost, that is portable by nature and easily misplaced or stolen. This includes equipment such as:

- Hand tools – hammers, screwdrivers, drills, wrenches
- Audio-visual equipment – LCD projectors, plasma display, interactive white boards
- Photographic equipment – still cameras, movie cameras, digital cameras
- Computing equipment – laptop computers, scanners, printers
- Electronic equipment – personal digital assistants, electronic organizers, cell phones

Due to the popularity and portability of such equipment, it is considered at high risk of loss. Therefore, departments need to take particular care to safeguard this type of property. A list of such equipment, including type of equipment, manufacturer and serial number, should be maintained. High-risk equipment should be secured when not in use. Acceptable security measures include storing in a locked cabinet or room, or use of cables to secure the property to permanent fixtures.



## ***Property Receipt Form instructions***

(see <http://baowww.uoregon.edu/PropertyControl/forminstructions.htm>)

This form is used to document when an employee removes university property from campus (i.e., taking property to their residence). This form serves to document the items borrowed, the length of time they will be off campus, and the necessary approvals. The following are the detailed instructions to completing the Property Receipt Form:

1. **Department**: indicate the department that owns the asset item
2. **Date**: Today's date
3. **Return date**: indicate the date the item will be returned to campus
4. **Location**: Document the location where the property will be maintained while not on the University campus.
5. **Property Description**: Brief description of the item(s) being borrowed
6. **ID #**: This number can be either the permanent tag assigned by the department or the serial number of the item - please indicate which number is being used.
7. **Value**: Book value of the item (contact Property Control if you do not know the value)
8. **Condition**: Note any existing damage before the item leaves University property
9. Complete the bottom section of the form with the Borrower's name and signature, and the Department Head's name and signature.

The home department needs to retain the original form in the personnel files of the employee who is borrowing the property.

Bob Swanson  
Property Control Manager  
University of Oregon  
Rm. 118, Oregon Hall  
Eugene, OR 97403