

MIT OFF-CAMPUS EQUIPMENT USE FORM

This form must be completed whenever MIT research equipment is approved to be physically located outside of an MIT DLC. This form should be sent to the MIT Property Office (property@mit.edu) before the equipment is removed from the DLC, and a copy of the submitted form must be kept by the equipment custodian for the applicable DLC.

EQUIPMENT INFORMATION

Make and Model(s): _____	MIT Tag Number(s): _____
_____	Federally Funded? _____ (select one)
_____	Value of Equipment: _____
Serial No(s): _____	Grant No(s): _____
MIT Student/ Employee: _____	MIT PI: _____
<u>Description of equipment and purpose for which it will be off-campus:</u>	

The above-referenced equipment will be in my possession at the following location:	
(insert address, including floor and room #) _____	
for the following time period (insert dates): _____ through _____.	
<input type="checkbox"/>	Check here if this location is outside of the United States.
<i>I hereby certify that the above listed equipment will remain in my personal possession for the duration of the above-referenced period, and will be returned to MIT in substantially the same condition as at the time of this temporary relocation (normal wear and tear excepted). The equipment is required to be returned within 30 days of campus resuming full 'on-site' operations. If a later date is proposed, it must be agreed to by the responsible department representative. I acknowledge that all MIT Insurance reimbursement policies related to vandalized, damaged or stolen property apply while MIT property is in my custody and care. In the event that I will no longer be responsible for this equipment or if I am no longer affiliated with MIT, I agree to make arrangements for the return of the equipment to MIT immediately.</i>	
Required MIT Student or Employee Signature: _____	Date: _____

Below to be completed up on return of the equipment to MIT

The above-referenced equipment has been returned to MIT's campus as of (insert return date) _____ and is	
now located at MIT building and room number _____	
MIT Student or Employee: _____	Date _____
Verified (by MIT PI): _____	Date _____

**A COPY OF THIS FORM MUST BE SENT TO THE DLC ADMINISTRATIVE OFFICER AND MIT PROPERTY OFFICE
(property@mit.edu)**