

MEMORANDUM OF AGREEMENT
OSU EQUIPMENT CHECKOUT FOR UNIVERSITY BUSINESS
AT NON-UNIVERSITY LOCATION

Equipment owned by Oklahoma State University may be removed from the University campus to complete University-related business with the supervisor's prior approval and under the following circumstances:

1. The employee acknowledges University ownership of the equipment.
2. The University-owned equipment is to be used for job-related activities.
3. The University-owned equipment will be returned to the college at the earliest of any of the following times:
 - a. at the request of the employee's supervisor or other designated University representative
 - b. at the end of project for which the equipment is being used; or
 - c. at the employee's termination of employment with the University.
4. The employee accepts responsibility for replacement of the University-owned equipment, listed below, in the event it is either lost, damaged, or destroyed, or is not returned to the University as described in #3 above.
5. If the University-owned equipment is either not returned to OSU or is not in acceptable working condition, the employee gives permission for OSU to withhold sufficient money from his or her paycheck to repair or replace the equipment

OSU CUSTODIAN NUMBER [Click here to enter text.](#)

<u>Equipment Description</u>	<u>Serial number</u>	<u>Asset/Tag Number</u>
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.

Off-Campus Location of Equipment: [Click here to enter text.](#)

In signing below, I acknowledge that I am utilizing the aforementioned equipment for University purposes, and in doing so, accept the conditions listed above.

Employee's signature

Date

Supervisor's signature

Date