

REQUEST FOR APPROVAL OF USE OF UNIVERSITY RESOURCES IN OUTSIDE ACTIVITY
(whether compensated or not)

If requesting use of University resources in conjunction with Outside Activity, you must complete this form.

This Portion To Be Completed by Employee

Employee Name: _____
Date of Outside Activity: From: _____ To: _____
Outside Activity/Employer: _____

I hereby request permission to use the University resources listed below in the conduct of the aforementioned outside activity:

Facilities (list) _____

Equipment (list) _____

Services (list) _____

Employee Signature

Date

This Portion To Be Completed By Department Head

I recommend request for University resources be () Approved () Disapproved

Department Head Signature

Date

This Portion To Be Completed By Vice President for University Affairs

The use of University resources is () Approved () Disapproved

If approved, indicate charges, if any, for use of University resources.

RESOURCE	CHARGE
_____	_____
_____	_____

CHARGE

Vice President University Affairs

Date

Distribution: Original: Human Resources 3rd copy: Employee
1st copy: Dean/Department 4th copy: Provost/Vice President for Academic Affairs
2nd copy: Chair/Supervisor 5th copy: President's Representative for Collective Bargaining
6th copy: Director, Purchasing