REQUEST FOR APPROVAL OF USE OF UNIVERSITY RESOURCES IN CONJUNCTION WITH 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: ____________________________________________

Department: _________________________________________________

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 Administrative Services

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

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

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<th>RESOURCE</th>
<th>CHARGE</th>
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Vice President Administrative Services ______________________________________ Date _____________

Distribution: Original: Human Resources Copy: Employee

07/29/10