



**UNIVERSITY OF WEST FLORIDA
UWF PROPERTY CHECK-OUT FORM**

Cost \$5,000 or More

I request permission to remove UWF property from University premises for official use at off campus locations. This form must be completed, signed, and forwarded to the Property Department in the Controller's Office prior to removing any property from the University premises.

| UWF Blue Tag # | Department # | Description | Serial # |
|-------------------|--------------|-------------|----------|
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|-----------------------------|-------|-----|
| Date of Use (up to 2 years) | From: | To: |
|-----------------------------|-------|-----|

Purpose:

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| Typed Name of Requestor | Department Name |
|-------------------------|-----------------|

I agree to accept responsibility for the property described above and I agree to reimburse UWF for any damage or loss to the property resulting from my negligence and not covered by the University's insurance policies. I also agree to bring this property back to campus for inventory purposes when requested to do so by the Property Department.

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|------------------------|------|
| Signature of Requestor | Date |
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| Approved: | |
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| Signature, Department Head/Accountable Officer | Date |
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I hereby certify that the above described property has been returned to the University premises and was returned in satisfactory condition.

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| Signature, Department Head/Accountable Officer | Date |
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