

**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's Signature

\_\_\_\_\_  
Date

**This Portion to Be Completed by Department Head**

I recommend the request for University resources be:  Approved  Disapproved

\_\_\_\_\_  
Department Head's Signature

\_\_\_\_\_  
Date

**This Portion to Be Completed by Vice President for Finance & Administration**

The use of University resources is:  Approved  Disapproved

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

Resource

Charge

Resource

Charge

Resource

Charge

\_\_\_\_\_  
Vice President's Signature

\_\_\_\_\_  
Date