**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 and in compliance with Policy 3-0601, Appropriate Use Policy.
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.

1. 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.
2. If the University-owned equipment is either not returned to OSU or is not in acceptable working condition, the employee authorizes OSU to charge the employee’s Bursar account for the cost of repairing or replacing the equipment.

 OSU CUSTODIAN NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- |
| Equipment Description |  | Serial number |  | Asset/Tag Number |
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Off-Campus Location of Equipment:

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

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 Employee’s signature Date

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 Supervisor’s signature Date

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