



AGREEMENT FOR ASSIGNMENT OF UNIVERSITY EQUIPMENT

Form Purpose: To document assignment of equipment to a University employee for any movable equipment that is to be used off-campus.  
(i.e. laptops, etc.)

Date: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Index: \_\_\_\_\_

Name of Employee: \_\_\_\_\_

ITEM	KSU Tag Number (if applicable)	Description of Property	Serial Number	Comments
1				
2				
3				
4				

Signature of department head: \_\_\_\_\_

Please make a copy of this completed and signed form for your department records.