

**Short-Term/Frequent Off-Campus Property Control Log  
Department Check-Out Form**

Date Checked Out	Anticipated Return Date	Actual Return Date	NIU Property Tag Number	Item Description	Name (Print)	Signature	Employee ID Number

By signing this form requesters acknowledge responsibility for safeguarding the equipment and the potential liability for any costs of damage or replacing the equipment if it is lost, stolen or damaged beyond repair. Requesters also acknowledge that equipment is being used for official purposes and not for private/personal use. Additional acceptable-use guidance for information, computing, and communication resources is located at <http://doit.niu.edu/doit/policies/au.shtml>.

**Department Name** \_\_\_\_\_

**Name of Person Responsible for Check-Out Form:** \_\_\_\_\_

Instructions for completing the "Short-term/Frequent Off-Campus Property Control" log (fillable PDF):

1. Complete all information. Items should not be removed from campus prior to recording all information with the department-authorized log maintainer.
2. Responsible Officers should retain the logs for a period of one year from the last entry on the log.
3. Intended for durations of up to one semester.