FA-16

THE UNIVERSITY OF NORTH CAROLINA AT PEMBROKE
FIXED ASSETS SYSTEM

AGREEMENT FOR EQUIPMENT LOCATED OFF-CAMPUS

Instructions: Please complete the information requested for University equipment listed on the Organizational inventory but located off-campus by agreement with University employee users in your Organization. Please complete an individual form for each employee assuming responsibility for equipment not located on this campus, sign and send original to: **Fixed Assets Coordinator** located in the Controller's Office.

Note: As a University employee user of the equipment listed on this form, I agree to return the equipment when requested and complete a new FA-16 Form if I still have the equipment in my possession at the annual inventory date. While signed out to me if the equipment is lost, stolen or damaged as a result of my negligence (carelessness) or wrong doing or not returned when requested by the employing Organization or Fixed Assets Section, I agree to repay the equipment's fair market value.

Organization:
Organization Number: Date:
Org. Hd. (Printed):
Org. Hd. (Signature):
Phone:
Removal Date:
Expected Return Date:

University Employee User (Printed Name):
University Employee User Signature:
Phone:

When the item is returned to campus, fill in the Return Date, Building/Room No. and send a copy to Fixed Assets.

Actual Return Date:
Returned to Location:

Permanent Tag Number	Description/Manufacturer	Serial No.	Off-Campus Location (Address)	Equipment Cost