



Baton Rouge Community College
Request for Off-Campus/ Home Storage of Equipment

This form should be used by the department head or director to record equipment to be temporarily used and stored at a non-college location for purposes of research or other reasons within the scope of the mission of the college.

Department Equipment Assigned to: _____

Purpose and use of Equipment- purpose must be specific and temporary: _____

State Tag Number	Item Description	Serial Number	Condition

Name of Person with Custody

Assigned Date

Signature of Person with Custody

Returned Date

Approval Signature (Dept Head/Director to secure approval from next level supervisor if he or she is equipment user.)

Department Head Signature

Date