FA-16
(Rev 09/04)

You will need Adobe Acrobat full version in order to save the data in the fill-in fields.

Reset

Save

Fayetteville State University
FIXED ASSETS SYSTEM

AGREEMENT FOR EQUIPMENT LOCATED OFF-CAMPUS

Instructions: Please complete the information requested for University equipment listed on the departmental inventory but located off-campus by agreement with University employee users in your department. Please complete an individual form for each employee assuming responsibility for equipment not located on this campus, sign and send to Deborah Bowser, Fixed Assets Coordinator. ***When the item is returned to campus***, fill in the Actual Return Date, Building/Room Number and send a copy to Fixed Assets.

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 not returned when requested by the Department of Fixed Assets, I agree to repay the equipment's fair market value.

Department: _____
Date: _____
Dept. Hd. (Printed): _____
Dept. Hd. (Signature): _____
Phone: _____
Removal Date: _____
Expected Return Date: _____

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

Actual Return Date: _____
Returned to Building/Room Location: _____

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