PPM 6510.230
Rev 02/04

KANSAS STATE UNVERSITY

AUTHORITY TO USE KSU PROPERTY OFF CAMPUS

I hereby request authority to remove and use the property listed below away from campus, and I agree to: use the items(s) for University purposes only; return the property in satisfactory condition; assume all liability for repair and/or replacement costs of any property not so returned; make arrangements to return the property in the event of my extended absence from campus; and return the property immediately upon recall by the University. Upon notification of my resignation, retirement or termination from KSU, I agree that KSU can deduct from my paycheck the fair market value (FMV) of the unreturned property or the cost of repair or replacement if the property is returned in unsatisfactory condition from any remaining pay due me. I have read and I accept all the terms of this agreement.

Applicant's Signature _____
(Date)

Typed Name and Title _____

Approving Authority's Signature _____
(Date)

Typed Name and Title _____

Date Removed	Date Returned	Description of Property	Model/ Serial #	Property #