

UNIVERSITY SYSTEM OF NEW HAMPSHIRE
FINANCIAL AND ADMINISTRATIVE PROCEDURES
OFF CAMPUS LOCATION FORM (OCL) – USNH 11-023F

Please note: This is an electronically enabled form that can be directly submitted via email. It can also be printed, completed and sent via campus mail. When submitting via email, simply complete the form, select the appropriate location below and send the email with the completed form attached.

Physical Inventory and Property Tagging

Please attach the USNH property tag to a visible area on the item designated on this form. Additionally, please complete the form below and add any additional information that is pertinent to the tracking and identification for this item. Lastly, please sign, date and submit this form below.

Description of Equipment to be completed by departments:

Manufacturer: _____

Model #: _____ Serial #: _____

Description: _____

Location (address): _____

Equipment Manager/Custodian: _____ Last 4 digits of ID: _____

Department: _____ Banner Org: _____

USNH Barcode #: _____

USNH Property Control/UNH Fixed Asset Management will complete the following:

Banner P-tag (formerly FATX #): _____

Date: _____ Invoice #: _____

Invoice Date: _____ Cost (approximate if partial payment): _____

I have attached to this equipment the barcode tag supplied to me by USNH Property Control or UNH Fixed Asset Management

I have in my possession, at an off-campus location, the equipment described below. This equipment was acquired with government and/or the University System of New Hampshire funds and title is with the agency or the University. I agree to return this equipment when I leave the University System of New Hampshire, or when I no longer need it for professional purposes.

Signature: _____ **Date:** _____

Return to

For UNHD, UNHF, UNHL and UNHM: or
UNH Fixed Asset Management
VPFA Office
207 Thompson Hall, Durham, NH 03824
Phone: 862-5041

For KSC, PSU, GSC, and System:
USNH Property Control
Dunlap Center, Durham, NH 03824
Phone: 862-4263