



Home Use Permit
Authorization for Off Campus Use of CSUCI Equipment

T&C Services
One University Drive
Camarillo, CA 93012
Phone (805) 437-8402
judy.frazier@csuci.edu

Recipient of Equipment: ___ Faculty * ___ Staff ___ Other _____

Employee Name: _____ Department: _____

Employee's Building/Office Location: _____ Office Phone: _____

Equipment Description: _____

Serial Number: _____ Asset Tag Number: _____

I accept responsibility for the CSUCI equipment, listed above. I understand the following terms and conditions:

University equipment is to be used only to conduct University business.

- Any unauthorized use of the equipment is prohibited.
- Upon separation of employment, I agree to complete the established campus separation and clearance process and assume financial responsibility for any unreturned equipment.
- I am required to keep a copy of this form with me whenever transporting the equipment as I may be asked to provide proof of permission to remove it from the University.
- Contact Property Coordinator for any returns and/or exchanges of equipment.
- Information Technology Policies apply to all users of University computers, regardless of location. Policies can be read online or downloaded from <http://www.csuci.edu/it/policy.htm>. Pay special attention to policy on Confidentiality and Security.

Employee – Print Name	Signature	Date

Supervisor – Print Name	Signature	Date

* Supervisor of record for all faculty is the Dean/Assoc. Dean of Faculty

Please keep a copy of this form with the laptop & return the original form to Judy Frazier in the T&C Department.

For Property Coordinator Use Only:

Date Returned/Exchanged: _____

New Location and/or New Disposition: _____