U.S.C. SCHOOL OF MEDICINE OFF CAMPUS ITEMS LIST

(Please print, fill out and return to Facilities Management)

List all University of South Carolina purchased/leased items that are in use by department employees in locations that are NOT located in the University of South Carolina campus or related buildings. It is the DEPARTMENT’S RESPONSIBILITY to ensure that all equipment removed from campus is documented using this form. Please send a copy to Support Services. When items are no longer needed and returned, or if the employee leaves the School of Medicine, please send a copy to Support Services stating that the equipment has been returned.

DESCRIPTION: _______________________

EQUIPMENT: _______________________

1. _______________________

2. _______________________

3. _______________________

4. _______________________

5. _______________________

EMPLOYEE: _______________________

DEPARTMENTAL AUTHORIZATION: _______________________

Return to: Facilities@uscmed.sc.edu