



## California State University, Fresno Home Use Permit

**Employee Name:**

**Department:**

**Employee's Work Location (BLDG #, ROOM#):**

**Work Phone:**

Description	Property ID#	Serial #	Date Checked Out	Date Checked In

### Off-Campus Property Location:

I accept responsibility for the California State University, Fresno property, listed above, which has been issued to me. I understand that:

- University Property is to be used only to conduct State business
- I may be charged for any loss and/or damage to State property due to my negligence and/or unauthorized use
- The return of University property and the Inventory Coordinator's signature verifying its return are necessary before the issuance of my final paycheck
- I must keep this form with me whenever transporting property as I may be asked to provide proof of permission to remove it from the campus

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Property Control Officer's Signature**

\_\_\_\_\_  
**Date**

**Please make a copy to keep with the equipment and send original back to Property Control Officer at Mailstop UW127**

### For Property Services Use

Department: \_\_\_\_\_

P-Card/Purchase Order No.: \_\_\_\_\_

Name of Contact on Order: \_\_\_\_\_