Harvard University

Offsite Equipment Notification Form

Revision Date: 07/01/2018

This form must be submitted to the area equipment manager or finance office for any equipment that is:

* moved from its recorded location to other locations within Harvard for a period longer than 30 days, OR
* moving to a location outside of Harvard premises, (e.g., a collaborating institution or a field research site), OR
* for any government-titled property moving offsite *regardless of the duration of removal from its recorded location*.

The movement of Harvard equipment to international locations is subject to export controls. Please contact the area equipment manager and the area’s [Export Control Officer](https://vpr.harvard.edu/pages/export-controls-policies-and-procedures) for information.

Tub/Org Name: Requestor Name:

**Equipment Details:**

Government Titled Equipment? [ ]  Yes [ ]  No

Oracle Asset #: Asset Tag #: Serial No.:

Asset Name/Description (e.g., ZCorp Z510 3D Printer):

Off-Site Contact Name: Telephone Email:

Off-Site Street Address:

City: State: Zip Code: Country: 1

Reason for Off Site Use:

Expected Length of Time Off-Site:

Supplemental Insurance Policy: 2 [ ]  Yes [ ]  No

Signature of PI/Designee/Administrator: Date:

Print Name:

1 The movement of Harvard equipment to international locations is subject to export controls. Please contact the area equipment manager and the area’s [Export Control Officer](https://vpr.harvard.edu/export-control-council-membersschool-export-control-officers).

2 Harvard's Master Insurance Plan may not cover equipment located off-site. Please discuss with department director if supplemental insurance coverage should be considered.

Local Inventory Manager or Finance Office must update Oracle Assets as needed.

Authorized by (print name): Date:

**Please return this form to the School or Unit’s Inventory Manager or Finance Office**

**The final recipient of this form should upload it into Oracle Assets**

Contact far\_fixed\_assets@harvard.edu with questions.