



# 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](#) 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: <sup>1</sup> \_\_\_\_\_

Reason for Off Site Use: \_\_\_\_\_

Expected Length of Time Off-Site: \_\_\_\_\_

Supplemental Insurance Policy: <sup>2</sup>  Yes  No

Signature of PI/Designee/Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

<sup>1</sup> 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](#).

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

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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](mailto:far_fixed_assets@harvard.edu) with questions.