



# Harvard University Offsite Equipment Notification Form

Revision Date: 01/01/2022

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

- moving to a location off-campus, longer than thirty days (e.g., facilities not owned or rented by Harvard or to which facilities costs are not directly charged), OR
- for any government-titled property moving off-campus *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.

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.