

**NORTH CAROLINA CENTRAL UNIVERSITY
CAPITAL ASSETS
EQUIPMENT LOCATED OFF-CAMPUS**

Please complete the information requested below for University equipment listed on the departmental inventory, but located off-campus by agreement with University employee users in your department. The users will be held liable to the University for all assets stolen, lost, etc. while in their custody. Sign and return to Capital Assets, room 203 Hoey Administration Building, 919-530-7125 or fax to 919-530-7988.

Signatures _____ Telephone _____ Date _____

Department Head Signature

Chancellor and/or Vice Chancellor (Required)

BARCODE OR DECAL NUMBER	ITEM	MANUFACTURER	SERIAL NUMBER	OFF-CAMPUS ADDRESS (Street, City, State, Zip) Telephone Number	USER NAME (Printed)

Justification: _____

Certification: I _____ (Printed Name) certify that the above listed equipment/furniture is being used solely for the purpose of conducting N. C. Central University business.

Signature _____ Date _____