

**NORTH CAROLINA CENTRAL UNIVERSITY
CAPITAL ASSETS INVENTORY
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 Cheryl Young, Capital Assets Accountant (cyoung17@nccu.edu, phone 919-530-7124, Hoey Administration Building, Room 203).

Item Description	Barcode	Manufacturer	Serial No.	Address of Off-Campus Location

Justification: _____

Certification: I certify that the above listed equipment will be used solely for NCCU business purposes.

User's Name: _____ **Date:** _____ **Signature:** _____

Dept. Head Name: _____ **Date:** _____ **Signature:** _____