

CAMPUS: \_\_\_\_\_

DATE: \_\_\_\_\_  
(MM/DD/YY)

UNIVERSITY OF HAWAII

RECEIPT FOR TEMPORARY OFF-CAMPUS  
USE OF UNIVERSITY-OWNED PROPERTY BY  
A UNIVERSITY EMPLOYEE

Permission is requested to use the following property at a location off-campus for the period from \_\_\_\_\_ to \_\_\_\_\_ (not to exceed one year and renewed annually). It is hereby certified that the property will be used only in conjunction with University activities in the performance of University job responsibilities. In the event of my negligence and the property is lost, stolen or damaged, I may be held monetarily liable for replacement or repair of such property. Additionally, I hereby certify that the property shall be safeguarded at all times until returned.

Asset No.	Decal No.	Description of Asset	Temporary Location

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Print/Type Name

\_\_\_\_\_  
Date

Approved by:

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Print/Type Name

\_\_\_\_\_  
Date