

**UNIVERSITY OF LOUISIANA AT MONROE
PROPERTY CONTROL**

AUTHORIZATION FOR OFF-CAMPUS USE OF STATE PROPERTY BY UNIVERSITY PERSONNEL

EMPLOYEE'S NAME	LOCATION (ADDRESS)	STATE TAG #	ITEM DESCRIPTION	DATE- FROM	DATE-TO

THE EMPLOYEE(S) LISTED ABOVE IS AUTHORIZED TO USE STATE OWNED PROPERTY AT THE LOCATION LISTED.

DEPARTMENT NAME

SIGNATURE OF DEPARTMENT HEAD

DATE

I VERIFY THAT THE STATE PROPERTY LISTED ABOVE IS LOCATED AT THE ADDRESS SHOWN AND THAT IT IS USED FOR STATE BUSINESS ONLY.

EMPLOYEE NAME

DATE

WHEN PROPERTY IS RETURNED TO CAMPUS, PLEASE NOTIFY PROPERTY CONTROL ON A "MOVE WITHIN DEPARTMENT" FORM.

1/2002
ULM-PC8