

U.S.C. SCHOOL OF MEDICINE OFF CAMPUS ITEMS LIST

(Please print, fill out and return to Facilities Management)

List all University of South Carolina purchased/leased items that are in use by department employees in locations that are **NOT** located in the University of South Carolina campus or related buildings.

It is the **DEPARTMENT'S RESPONSIBILITY** to ensure that all equipment removed from campus is documented using this form. Please send a copy to Support Services. When items are no longer needed and returned, or if the employee leaves the School of Medicine, please send a copy to Support Services stating that the equipment has been returned.

DESCRIPTION:

EQUIPMENT:

- 1.
- 2.
- 3.
- 4.
- 5.

EMPLOYEE: _____

DEPARTMENTAL
AUTHORIZATION: _____

Return to: Facilities@uscmed.sc.edu