

**USF FORM #6028  
OFF-CAMPUS PROPERTY PERMIT**

Submit completed requests to [assethelp@usf.edu](mailto:assethelp@usf.edu)

Do not send from DoSign application. Please download signed copies and mail from a USF user email address  
 Permits are valid for a maximum of one year and must be renewed every January. Property can be taken off campus for official university business only. Illegible, incorrect and/or incomplete forms will be returned to the custodian unprocessed for corrections and/or clarification.

**CHART FIELD COMBINATION (Use one per form.)**

Op Unit	Fund	Dept ID	Product	Initiative	Project	
USF Tag #	Description			Serial ID	Return	Ret Loc
Valid for Calendar Year	Purpose			Property Use Address		
USF Custodian Name (Type or Print Legibly)				Employee ID#	USF Office Location	
					BLDG	Room#

I have read and understand the university procedures and requirements regarding off property use. I acknowledge and accept full responsibility for the above described equipment. I agree to reimburse the University of South Florida for damage or loss resulting from negligence. I understand that I may be charged a daily rental fee for use other than official university business. I understand that this equipment may need to be returned to the university at any reasonable time for inventory verification.

\_\_\_\_\_  
Custodian Signature

\_\_\_\_\_  
Date

**CUSTODIAN SUPERVISOR AUTHORIZATION (REQUIRED)**

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