

Bluegrass Community and Technical College Off-Site Use of Equipment Form

Section 2.5.1 - General Policy

It is understood that it is necessary to take KCTCS equipment, including computer equipment, off campus for work related use. No departmentally assigned KCTCS equipment will be utilized off-site without the consent of the department head or his/her designated authority.

Section 2.5.2 - Procedure for Off-Site Use

- A. Each college will maintain a record of all equipment that is being utilized by employees off campus.
- B. No KCTCS equipment shall be removed from KCTCS property for personal use or benefit.

Asset Check-Out Receipt:

Description of equipment _____

Inventory tag # _____ Serial # _____

Off-site location address (to) _____

Equipment location (from) _____

Check-out date _____

Expected check-in date _____

Printed Name of requester _____

Signature of requester _____

Printed name of approving authority _____

Signature of approving authority_____

Asset Check-in Receipt

Printed name of requester_____

Signature of requester _____

Printed name of approving authority_____

Signature of approving authority_____

Check-in date_____

Please complete the form, obtain approval and submit a copy (via email) to the Facilities Management Specialist for processing and filing. Upon the return of the property complete the check-in portion of the form and resubmit it to the Facilities Management Specialist for processing and filing.

This record must be available for inspection by property management coordinators from KCTCS Facilities Management for inventory purposes.