EQUIPMENT BEING TAKEN TO A PRIVATE RESIDENCE ADVICE FORM
(Please complete and forward to Head of School)

THE UNIVERSITY OF QUEENSLAND

CONDITIONS

- The equipment must have a carrying case; if possible, that offers some reasonable degree of protection.
- When not in use the equipment must be kept under lock and key. .All equipment must be marked with the University's name.
- If stolen, the theft must be reported to the nearest police station, as soon as the theft has been discovered and the University's Insurance Manager must be notified.
- The equipment being taken belongs to the University of Queensland and will be returned at the completion of use.
- All software installed post departure (from the School) and all legal ramifications due to such software installations rest solely on the party removing the machine from the university. This encompasses files, not limited to but including such things as pornography, warez and MP3 music files. If software has been copied from a previous machine this data will be considered as post departure and consequently is not the responsibility of the School.
- There is an excess of $1000 for insurance claims, this may be charged to the party removing the machine if deemed appropriate.

Department or Centre: _____

DESCRIPTION OF EQUIPMENT

Value: _____ Asset Identification Number: _____

Specific Description: _____

_____

_____

Date of Departure: ____/____/____ Date of Return: ____/____/____

Borrower's Name: _____

Address of Residence: _____

_____

Description of project requiring removal of equipment from the university:

_____

_____

Date: ____/____/____ Borrower's signature: _____

HEAD OF SCHOOL APPROVAL

Date: ____/____/____ Signature: _____

Form to be retained in School