



Departments are responsible for maintaining record of all University Purchased goods and equipment delivered to or used at non-ODU address.

[University Policy 3400 \(Fixed Asset Control\)](#) provide requirements associated with capital and ETF equipment. This form is to be used only for those items not governed by requirement of Policy 3400.

[University Policy 3001 \(Responsibility of BUDs on Use of Funds\)](#) provides guidance on requirements associated with expenditure of funds.

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I hereby certify that the above is a true and complete statement regarding off campus use University purchased goods/equipment.
