

# OFFSITE USE FORM

Fill form out in triplicate, send original to Property Control, m/s 85A, give a copy to the Gate Guard and keep a copy for your files. This form needs to be updated once a year.

|                                                                          |                                                                                                                   |
|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| Stanford Linear Accelerator Center<br>Stanford University<br>PO Box 4349 | Authorization Record Form:<br>Removal of Government Property from SLAC<br>premises for Official Use Elsewhere (*) |
| Date: _____                                                              |                                                                                                                   |
| To: Property Control, m/s 85A                                            |                                                                                                                   |
| From: _____                                                              |                                                                                                                   |
| Name                                                                     | E Mail Address                                                                                                    |
| _____                                                                    | _____                                                                                                             |
| Group and Mail Stop                                                      | SLAC Extension                                                                                                    |
| _____                                                                    | _____                                                                                                             |

This is to notify you that I have taken the following SLAC Government Property to:

\_\_\_\_\_

for the period of \_\_\_\_\_ to \_\_\_\_\_  
 in order to continue SLAC business:

PROPERTY NO. (If any)      ITEM & DESCRIPTION (include, mfg, model and serial number)

\_\_\_\_\_  
**Signature**

|                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p style="color: red;"><b><u>Approval Signature Required:</u></b></p> <p>Date: _____</p> <p style="text-align: center;">_____<br/> <b style="color: red;">Signature of Department Head or Supervisor</b></p> <p style="text-align: center;">_____<br/> <b style="color: red;">Print Name of Department Head or Supervisor</b></p> | <p style="color: red;"><b><u>Complete this section when Property is returned:</u></b></p> <p>Date: _____</p> <p>Custodian: _____</p> <p>Location: _____</p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|

(\*) This form will not be used when work is covered by Purchase Order or Sub-Contract and SLAC receiving is notified of material departure and return.