

**UNIVERSITY OF TORONTO  
USE OF FIXED ASSET AWAY FROM UNIVERSITY PREMISES**

**A. FIXED ASSET INFORMATION:**

Description:
Serial Number:
Model:
Department, Building, Room Number:

**B. FIXED ASSET TO BE USED BY:**

Name:
University Phone Number:
Date Borrowed or Date range:
Expected Date of Return:
Location of Fixed Asset:
I, _____ hereby acknowledge personal responsibility for safeguarding this asset while away from University of Toronto premises and returning it in satisfactory condition.

**C. AUTHORIZED BY:**

Name:
Title:
Signature(*)
*Principal, Dean, Division Head, Chair, Director, Head of administrative dept. who has custody of asset.

**D. RETURN OF FIXED ASSET (in satisfactory condition)  
(to be completed by individual who originally authorized the loan)**

Name:
Title:
Signature (same as part C):
Date: