



**USF FORM #6028  
OFFCAMPUS PROPERTY PERMIT**

Permits are valid for a maximum of one year and must be renewed annually. Property can be taken off-campus for official university business only. Illegible, incorrect and/or incomplete forms will be returned to the custodian unprocessed for corrections and/or clarification.

**CHART FIELD COMBINATION (Use one per form.)**

Op Unit	Fund	Dept ID	Product	Initiative	Project

USF Tag #	Description	Serial ID	Return	Ret Loc

From Date	To Date	Purpose	Property Use Address

\_\_\_\_\_  
Custodian Signature Date

**CUSTODIAN SUPERVISOR AUTHORIZATION (REQUIRED)**

\_\_\_\_\_  
Supervisor Name (Print) Supervisor Signature Date

**ACCOUNTABLE OFFICER AUTHORIZATION (REQUIRED)**

\_\_\_\_\_  
Accountable Officer Name (Print) Accountable Officer Signature Date

**CONFIRM RETURN OF PROPERTY TO UNIVERSITY**

When USF equipment is returned to an on-campus location, indicate above the building/room the equipment was returned to. If it is a partial return, indicate above which items were returned. **U H U H W X U Q H G E \ S X W W L Q J D ' F F K R - O F X I P O U N**  
Confirm your return of this equipment by providing the signature below of the authorized Accountable Officer. Illegible, incorrect and/or incomplete forms will be returned to the custodian unprocessed for corrections and/or clarification.

\_\_\_\_\_  
Accountable Officer Return Verification Signature Date