



**Authorization to use Pitzer Equipment Remotely**

**Supervisor:** The following must be completed BEFORE the Pitzer faculty/staff can take any equipment.

1. Faculty/Staff will fill in each item being taken from Pitzer property. Be sure to verify all equipment taken.
2. Sign and date this form and keep original for your records.
3. Send a scanned copy of the completed form to the IT department.
4. When the item is returned, verify return of equipment, initial and date.

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**Employee Name:**

Below please fill in Asset Tag #, Description of Equipment, and Remote Location of Equipment.

<b>Asset Tag</b>	<b>Description of Equipment</b>	<b>Remote Location of Equipment</b>	<b>Return Initials &amp; Date</b>

**Employee Signature:**

**Date:**

**Supervisor Signature:**

**Date:**