



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.
3. Send a scanned copy of the completed form to the [IT department](#) and cc: [Human Resources](#). (Keep original for your records).
4. Upon return of items, please initial and date below and send a copy to the [IT department](#) and cc: [Human Resources](#).

Note: If you want to discuss a medical accommodation or have a doctor's note please contact [Human Resources](#).

Employee Name:

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

Asset Tag	Description of Equipment	Remote Location of Equipment	Return Initials & Date

Employee Signature:

Date:

Supervisor Signature:

Date: