Print Form

THE Ames Laboratory
Creating Materials & Energy Solutions
U.S. DEPARTMENT OF ENERGY

Original ☐ Name:
Renewal ☐ Employee #:
Return ☐ Bldg / Room:

Ames Laboratory Off-Site Use of ADP Equipment Authorization

Policy: ADP equipment including, but not limited to PC's, PDA's, word processors, monitors, printers, scanners, and digital cameras, belonging to Ames Laboratory are Federal Government property and shall be used only for official purposes. The Individual using such property off-site assumes responsibility for the proper use and safety of this property and may be held personally and financially responsible for its improper use, loss, damage, destruction, or theft while it is in his/her custody.

You may type information into the .pdf form, or print and handwrite information.

Date of Request:	
Email of requestor:	Phone of requestor:
Property Number/s: Description/s:	
Off-Site Location:	
Period to be Off-site: (maximum 1 year from date of request above)	

Program Director Signature:	▶	
Property Services Manager Signature:		
Date and Location returned to: (send this form to Property Manager, 211 TASF when returned or not renewing agreement)		
Requestor's Signature:	▶	In signing this form, I acknowledge I have read, understand and will comply with the policies and procedures in regards to the use of government equipment used off-site. _____

Entered in Costpoint: _____

Send to:
Andrea Spiker
211 TASF