

JABSOM RECEIPT FOR TEMPORARY OFF-CAMPUS USE OF UNIVERSITY-OWNED PROPERTY

Property shall include but not be limited to theft-sensitive property (as defined in JABSOM Theft-Sensitive Property Internal Procedures), software, etc., that is used off University or University affiliated premises.

Permission is requested to use the following property for the loan period from:

_____ to _____ or _____ employee's date of termination.

I hereby certify that the property shall be used only in conjunction with activities related to award objectives as agreed to by the sponsor or University activities in the performance of University job responsibilities. In the event the property is lost, stolen, damaged or used in a manner not approved by sponsor or University (e.g. making personal calls on a University cell phone), I may be held monetarily liable for such replacement, repair, and/or use of property. I hereby certify that the property shall be safeguarded at all times and maintained in good working condition until returned. At the end of the loan period or upon my termination, property shall be returned to the University.

Additional Certification for Non-University Personnel: I will use due care for public safety and agree to indemnify the University of Hawaii as owner from and against all claims or demands for damages caused by any of my actions or any others operating under this agreement.

University- or sponsor-purchased software installed on personal devices shall be 1) made available for business use (e.g. made available to other faculty/staff) and 2) deleted from the personal device upon end of loan period or upon my termination.

Restricted, Sensitive, and Regulated institutional data, as defined by University of Hawaii Executive Policy [2.214](#), shall not be stored on the property.

Description of Property (reference decal or serial numbers if applicable):

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Account Number that funded Property purchase: _____

I have read, acknowledge, and agree to all the terms and conditions as stated above.

_____	_____	_____	Employee Non-Employee
Signature of Borrower	Print Name	Date	

Approved by:

_____	_____	_____
Signature of Supervisor/PI	Print Name	Date

Department/Program shall maintain the original form in their files. Supervisor/PI shall take appropriate action to ensure property is returned to the University upon the end of the loan period.

c: Fiscal Administrator