

**PROCEDURE FOR POLICY 2.21 – Personal Use of University Resources**

- 1.00 When equipment or computer software is to be taken off-campus for use as specified in section 2.00 of [Policy 2.21](#), a form entitled "Authorization for Off-Campus Use of Equipment", available from Procurement Services, must be completed and authorized by the appropriate Dean or Budget Head (or designate) and maintained in a central file within the unit until the equipment is returned to the campus.

**RELATED DOCUMENTS AND OTHER RESOURCES**

Authorization for Off Campus Use of Equipment

<http://www.uwo.ca/finance/forms/docs/procurement/off-campus.pdf>