



Creating Materials & Energy Solutions  
U.S. DEPARTMENT OF ENERGY

### Off-Site Use of ADP Equipment Authorization

Off-site Equipment Policy: ADP equipment including, but not limited to computing devices, tablets, monitors, printers, scanners, 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 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.

Date of Request: \_\_\_\_\_

(Valid for 1-year pass)

Name: \_\_\_\_\_

Employee #: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Property Number/s: \_\_\_\_\_

Description/s: \_\_\_\_\_

Off-site Location/s: \_\_\_\_\_

Requester's Signature: \_\_\_\_\_

(Agrees to comply with policies as written above)

Program Director Signature: \_\_\_\_\_

Send completed form to: 153 Spedding

Approved by Purchasing Services and entered in Costpoint: \_\_\_\_\_