Request to Relocate Equipment Off Campus

Jeff Clark - 2020-05-08 - WORKING REMOTELY

In order to request to remove computer equipment off campus to work at home, you must provide a written request justifying the need for this equipment to be relocated off campus which must be approved by your ELT representative. Once you have been given approval, you must follow the policy below:

In accordance with FAU policy, prior to removing any computer equipment (including computers, monitors, keyboards, mice, printers, etc) from campus, the attached form must be completed by you and signed by your ELT Director then submitted to ComHelpDesk@health.fau.edu.

Once approved you will be notified that you may remove the equipment off campus. Removing equipment from campus without approval is considered theft of state property.

Please note that COM IT will not provide support nor any type of adapters that may be required to make equipment work on personally owned devices.

FORM LINK: OFF CAMPUS EQUIPMENT Request form

NOTICE: Off-campus property is not insured for loss or damage by Florida Atlantic University. The person making the request accepts full responsibility for the property and agrees to reimburse FAU for any damage or loss resulting from his/her negligence or losses happening while in their possession. All equipment remains property of the state and must be returned by the due date or upon separation from the University.