

## WVU Asset Off Campus Request

Description of Item	_____
WVU Asset Tag Number	_____
Serial Number	_____
Model Number	_____
Manufacture Name	_____
Requestor Name	_____
Requestor Phone	_____
Requestor Email	_____
Off Site Street Address	_____
Off Site City and State	_____
Date Asset will return to Campus	_____
Dean Approval Signature	_____
Approval Date	_____

Completed and acknowledged request should be emailed to  
[assetmg@mail.wvu.edu](mailto:assetmg@mail.wvu.edu)