

Employee Category
A&P _____
USPS _____

**PERMISSION TO USE
UNIVERSITY PERSONNEL, EQUIPMENT, FACILITIES, STUDENTS, OR SERVICES
FOR A&P OR USPS USE ONLY**

An employee shall not expect to use university personnel, equipment, facilities, students, or services unless approved as provided below. The use of any of these university resources will be allowed only on a noninterference basis to the extent that (1) no more than normal depreciation of equipment is experienced and (2) the use of personnel, facilities, students, and services is incidental and will not result in added expenses accruing to the university. In those instances where added expenses are involved, there will be full reimbursement.

Upon signing this statement, I certify that the use of university resources is specifically for the purpose of performing activity or employment as described on HR-11 or is incidental personal use and does not constitute university competition with private enterprise.

EQUIPMENT

1. Identify the equipment and the manner in which it will be used:

2. Department, college or other area(s) in which equipment is located: _____
3. Approval of use of equipment on a noninterference basis: _____ Yes _____ No

FACILITIES:

1. Identify facilities and manner in which they will be used:

2. Department, college or other area(s) in which facilities are located: _____
3. Approval of use of facilities on a noninterference basis: _____ Yes _____ No

PERSONNEL, STUDENTS, OR SERVICES (including computer services)

1. Identify services and manner in which students or personnel will be used (If computer services, include statement describing type of service and description of use):

2. Department, college or other area(s) that will provide services: _____
3. Approval of provision of services at the following (if any) charges: \$ _____

I certify that a new application will be submitted immediately if the use of the above university resources changes significantly.

PRINT Name	Employee ID	Employee's Signature	Date
Supervisor: _____	PRINT Name	Signature	Date
Verification: _____	Dean, Director or Vice President for Research	Date	

Notice: Any expenses which are incurred for incidental personal use of in an outside employment activity must be identified in advance and fully reimbursed.