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 in accordance with other applicable university policies and/or is incidental personal use and does not constitute university competition with private enterprise.

FQUIPMENT:

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 equipm	nent on a noninterference basis:	Yes	No	
FACII 1.	LITIES: Identify facilities and man	ner in which they will be used:			
2.	Department, college or other area(s) in which facilities are located:				
3.	Approval of use of facilitie	es on a noninterference basis:	Yes	No	
PERS	SONNEL, STUDENTS, OR S	ERVICES (including computer se	ervices):		
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: \$				
	fy that a new application will bicantly.	pe submitted immediately if the use	of the above university	resources changes	
	PRINT Name	Employee ID	Employee's S	Signature Date	e
Supe	rvisor:				
	PRINT	Name	Signature	Date	Э
Verific	cation:	irector or Vice President for Resea	rch Da		
	Dean, D	irector or vice President for Resea	rcn Da	te	
Notice in adv	e: Any expenses which are i /ance and fully reimbursed.	ncurred for incidental personal use	e of in an outside employ	ment activity must	be identified

HR-12 (Updated 2013) Forward all copies Distribution:

Dean, Director or Vice President for Research

Supervisor Employee