



Stockbridge-Munsee Community

Property Management Off-Site Use of SMC Property

This form is to be used when a staff member is using SMC property off-site. This includes Capital Property, Sensitive Property and Non-Sensitive Property that is used off-site for work purposes. SMC property is not to be used off-site for personal use.

Off-Site Use of SMC Property Request Form

(To be filled out by the Property Custodian when requesting the use of SMC property off-site)

Date: _____

Department: _____

Tag Number: _____

Description of Property: _____

Address where property will be kept off-site: _____

Reason Requesting Off-Site Use:

By completing this form I understand that I cannot take this item off-site until written approval from the CFO. I further understand that any damage caused to SMC property while I am using it off-site will be at my own cost for repair or replacement.

Staff Member Using Property Off-Site Signature: _____

Property Custodian's Signature: _____

Department Head Signature: _____

Property Management Check list

(To be filled out by PM)

Date paperwork received: _____

Date of Disposition or Modification: Approved _____ Denied _____

Property Management Initials: _____

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PM - FORM 5 Off-Site Use of Property Request Form

Requests for off-site use of SMC property are to be made by completing this form. This form is to be submitted when requesting to use SMC property off-site; i.e. laptop, tablet, camera, etc.. This form must be filled out PRIOR to the item being used off-site; you will be notified when off-site use is approved.