

**REQUEST FOR APPROVAL OF USE OF UNIVERSITY RESOURCES IN CONJUNCTION
WITH OUTSIDE ACTIVITY
(Whether compensated or not)**

If requesting use of University resources in conjunction with Outside Activity, you must complete this form.

This Portion to Be Completed by Employee

Employee Name: _____

Department: _____

Date of Outside Activity: From: _____ **To:** _____

Outside Activity/Employer: _____

I hereby request permission to use the University resources listed below in the conduct of the aforementioned outside activity:

Facilities (list) _____

Equipment (list) _____

Services (list) _____

Employee Signature

Date

This Portion to Be Completed By Department Head

I recommend request for University resources be () Approved () Disapproved

Department Head Signature

Date

This Portion to Be Completed By Vice President for Administrative Services

The use of University resources is () Approved () Disapproved

If approved, indicate charges, if any, for use of University resources.

RESOURCE

CHARGE

Vice President Administrative Services

Date

Distribution: **Original:** **Human Resources**
 Copy: **Employee**