



## CAN I TAKE AN OSU OWNED ASSET OFF CAMPUS?

### Can I take an asset off campus?

- Authorization to take an asset off campus is at the discretion of the SES's Asset Coordinator and Dean/VP/SFO/Designee.
- There is a form to complete via docusign, the [AM-Asset Off-Campus Stewardship Form](#)
- Contact SES's Asset Coordinator, or, one of the staff members below to complete the process
- When the asset is returned to campus, work with the Asset Coordinator to return the asset to release it from your custody. The [AM-Asset Off-Campus Stewardship Form](#) will be signed again via docusign indicating the asset is returned to SES.

### School of Earth Sciences Contacts for Off Campus Assets

- **Brent Curtiss.3**  
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125 South Oval Mall Rm 200F  
(614) 688-3758  
**Data security, computers and computer service**
- **Theresa Mooney.175**  
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**Portable electronics, off campus assets, and international travel**
- **Soyoung Carpenter.634**  
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**SES Manager, back up**

FAQ Set:  
**Controller - Asset Management**

Source URL: <https://www.ia.ohio-state.edu/faq/can-i-take-asset-campus>

Published on *Office of Business and Finance* (<https://www.ia.ohio-state.edu>)