



### Can I take an asset off campus?

- An asset is anything purchased with funds through OSU, regardless of the cost. All electronics, computers, lab equipment, etc. purchased through OSU are owned and managed by OSU.
- Authorization to take an asset off campus is at the discretion of the SES's Asset Coordinator and Dean/VP/SFO/Designee.
- Contact SES's Asset Coordinator, or, one of the staff members below to request to take an OSU asset off campus to initiate the process
- There is a form to complete via docusign, the [AM-Asset Off-Campus Stewardship Form](#)
- 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 Portable Electronics off Campus

- **Brent Curtiss.3**  
Email for IT customer service to create a ticket request [asctech@osu.edu](mailto:asctech@osu.edu)  
125 South Oval Mall Rm 230C  
(614) 688-3758  
Data security, computers, software and computer service
- Carbon Copy (cc) SES admin staff on email request: [ses\\_admin-staff@lists.osu.edu](mailto:ses_admin-staff@lists.osu.edu)

FAQ Set:

### Controller - Asset Management

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