Off-Campus Equipment Authorization Requests

Overview
The Franklin College Dean's Office has made the move from paper forms to the UGA RUSS application.

Procedure
You can access the UGA RUSS application using the following link: http://russhelp.uga.edu. You will be directed to the UGA Central Authentication Service (CAS) to sign in using your MyID and password.

Once you log in you will be redirected to the RUSS main menu. On the left side of the page you will see and click on Off-Campus Equipment Request and fill in the requested information about the equipment you will be taking off campus. If you have multiple items please click on the Add a Line button for each additional item to be taken off campus. Once that is complete then click Submit to send the form to the first approval level.

The RUSS system verifies employment status, therefore Emeritus faculty will not be able to use RUSS; however they can continue to use the paper process. Off Campus Equipment Authorizations are also assigned to the individual requesting authorization therefore the request must be initiated by the individual who will be using the equipment off campus. In the case of departmental check out items, please make a notation in the Use of Property field that the items are for departmental check out.

RUSS has instructions for submitting off campus equipment authorizations here: http://russhelp.uga.edu/reference/oc_request.pdf

There are some off campus authorization requests that require extra documentation (emeritus faculty, sponsorship, or adjunct faculty), and those forms need to be attached to the request (paper and electronic version) so they can be reviewed by the individual approving the request.

Forms

Supplemental Information Form for Emeritus Faculty
Off-Campus Equipment Sponsorship Form
Off-Campus Equipment Supplemental Information Form for Adjunct Faculty

Related articles
Page: Inventory Control
Page: Off-Campus Equipment Authorization Requests
Page: Off-Campus Inventory Form Procedure
Page: Off-Campus Inventoried Equipment Policy
Page: Transferring Inventoried Equipment

External Resources