

The Ohio State University Research Foundation

OFF-CAMPUS PROPERTY NOTIFICATION

Date _____ Department No. _____

Department Name _____ Project No. _____

Address _____

SUBMIT TO: Research Foundation Purchasing
Attn: Property Administrator
1960 Kenny Road
Columbus, OH 43210-1063
Phone: (614) 292-6871

Initiated by _____ Phone _____
PRINCIPAL INVESTIGATOR

Approved by _____ Phone _____
DEPARTMENT CHAIRPERSON

OSURF INVENTORY NO.	ITEM DESCRIPTION	CAMPUS LOCATION	OFF-CAMPUS LOCATION	DATES OF REMOVAL FROM TO

ADDITIONAL COMMENTS:

FOR OFFICE USE ONLY: