OFFSITE USE FORM

Fill form out in triplicate, send original to Property Control, m/s 85A, give a copy to the Gate Guard and keep a copy for your files. This form needs to be updated once a year.

<table>
<thead>
<tr>
<th>Stanford Linear Accelerator Center</th>
<th>Stanford University</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO Box 4349</td>
<td></td>
</tr>
</tbody>
</table>

Authorization Record Form:
Removal of Government Property from SLAC premises for Official Use Elsewhere (*)

<table>
<thead>
<tr>
<th>Date:</th>
</tr>
</thead>
</table>

To: Property Control, m/s 85A

From:
Name
E Mail Address
Group and Mail Stop
SLAC Extension

This is to notify you that I have taken the following SLAC Government Property to:

________________________________________________________________________

for the period of ________________ to ________________
in order to continue SLAC business:

PROPERTY NO. (If any) ITEM & DESCRIPTION (include, mfg, model and serial number)

Signature

Approval Signature Required:

<table>
<thead>
<tr>
<th>Date:</th>
</tr>
</thead>
</table>

Signature of Department Head or Supervisor

Complete this section when Property is returned:

<table>
<thead>
<tr>
<th>Date:</th>
</tr>
</thead>
</table>

Custodian:
Location:

Print Name of Department Head or Supervisor

(*) This form will not be used when work is covered by Purchase Order or Sub-Contract and SLAC receiving is notified of material departure and return.

37026 (11/00)