

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: