**\* SAMPLE ONLY \***

UW

June 1, 2011

United States Customs & Border Protection

Department of Homeland Security

United States of America

SUBJECT: Authorization for use of University of Washington Owned Equipment

The following equipment was acquired by the University of Washington for use in research

or other University business. The property is owned by the State of Washington and is accountable to the University of Washington. This equipment is being loaned to **Joseph H. Smith**, Associate Professor for the Department of Ocean Biology to be used for research work or other University business while outside the United States of America. This person will be traveling with the following State of Washington owned equipment:

Apple MacBook Pro notebook computer, serial number C025TRA091JZ

State of Washington tag number 1291234

(or)

State of Washington owned equipment (for non-inventorial assets)

In accordance with the University of Washington policies, **Joseph H. Smith** is authorized to utilize the above equipment outside the United States of America for research purposes and/or University business. The equipment usage period is from June 1, 2011 to approximately August 31, 2011.

Sincerely,

Bailey Madison

Administrator, Ocean Biology