

Grad Resource Request Form

As a result of circumstances relating to COVID-19, for a temporary period you will be required to work remotely until further notice. This working from home arrangement is expected to end once the University resumes normal onsite operations. A request may be made to remove McMaster owned property for this temporary period. If such a request is necessary, please complete the following form, have your supervisor approve the request and submit this to the Undergraduate Administrative Assistant for submission to the Chair. You will be notified of the result of the request at which time it is your supervisor's responsibility to work with the appropriate Lab Technician to gain access to your office.

Student Name: _____

Student #: _____

Please identify which items you would like to temporarily remove from your office:

Please provide a reason for removing McMaster owned property:

By signing below, I agree to return items as soon as the COVID-19 restrictions are released and return to campus is allowed. Failure to return items in the condition they were removed will result in a charge to the student/supervisor to replace the items at current market value.

Student Signature: _____

Date: _____

Supervisor's Approval: _____

Chair's Approval: _____