

Request for Approval to Remove University
Equipment (Property) from the Campus

I, _____, request authority
(Name of Individual)

to remove the following University equipment (property) from the
campus:

Type of Equipment (Property) _____

Tag No. _____ Serial No. (if available) _____

Place (location) transporting to: _____

Date equipment (property) to leave campus: _____

Date equipment (property) to be returned: _____

Reason for requesting removal of equipment (property) from
campus: _____

Signed _____ Date _____

APPROVED: _____
(Department Head)

(Vice Chancellor)

(Vice Chancellor for Business Affairs)

cc: Departmental Property Control Supervisor

Return of equipment verified by Office of Business Affairs:

Signature _____ Date _____

cc: Departmental Property Control Supervisor

4/22/96