

SUL ROSS STATE UNIVERSITY

AUTHORIZATION TO REMOVE EQUIPMENT OFF CAMPUS



This form is to be used when removing SRSU Controlled/Capital equipment from any campus location for official use.

- INSTRUCTIONS:**
- 1) **Complete** this form and retain a copy for your records.
 - 2) **Route** and **Obtain** authorized signatures.
 - 3) **Submit** the **Completed ORIGINAL** form to Property & Inventory.
 - 4) **Upon receipt of equipment**, complete bottom portion and submit to Property & Inventory.

1. The **UNDERSIGNED REQUESTS** authorization to **REMOVE** from the campus of **Sul Ross State University** equipment listed below belonging to the _____ **Department**
2. The **UNDERSIGNED CERTIFIES** that: The **purpose** for **equipment removal** constitutes **official** University business.
PURPOSE: _____
LOCATION (street address) of the removed equipment: _____
DATE equipment will be **REMOVED** from SRSU Campus _____
DATE equipment will be **RETURNED** to SRSU Campus _____
3. The undersigned will exercise reasonable care and accepts fiduciary responsibility for the property taken off campus, and if negligently lost, stolen or damaged – Will replace or reimburse the University for the total or replacement cost of the property. I will surrender the property upon demand. Transfer or separation from SRSU and understand all property signed out must be made available for physical inventory at least once per year for the departmental Annual Physical Inventory.
4. A signed copy of this form must accompany the item while off campus and must be presented upon request if stopped by SRSU police.
(RETURN DATE IS VALID FOR ONE YEAR. A NEW FORM MUST BE SUBMITTED IN EACH FISCAL YEAR)

INVENTORY ASSET TAG NUMBER	DESCRIPTION	SERIAL NUMBER	COST

REQUIRED AUTHORIZED SIGNATURES

Person Removing Property (Print)	Signature	Banner ID	Date
Authorized by Dept. Chair/Director (Print)	Signature		Date

DO NOT COMPLETE THIS BOX UNTIL THE EQUIPMENT HAS BEEN RETURNED TO SRSU CAMPUS

Item Returned to Dept./Office _____ Bldg. & Rm # _____

Person Returning Property (Print)	Signature		Date
Received by Witness (Print)	Signature		Date
Person by Dept Chair/ Director (Print)	Signature		Date