



**UNIVERSITY OF HOUSTON-DOWNTOWN**  
**PROCEDURES FOR CAPITAL PROPERTY REQUEST TO REMOVE MULTI-USER LOG**  
**PRP-2A**

The following steps should be completed before removing capital property from the university. Under no circumstances should property be removed without the proper authorization. Ensure this by completing the entire line item on form PRP-2A indicating UH-D tag #, description, serial number, condition, capital value, destination, printed name, signature, employee ID.

1. Make sure equipment to be removed is tagged.
2. Personally look over the equipment to be removed to view the condition that the property was in before it was taken off-campus.
3. Complete all sections of the form PRP-2A (equipment should be checked out/in by property custodian ONLY).
4. Be sure **date returned** and **received by** is completed by property custodian when property has been returned.

Note: When capital property is removed, the equipment must be kept in good condition. If there are any damages the responsible person will be held liable. Property custodians must keep track of all property off-campus.

Property Management is located in 970-S.