

Request to Remove Capital Property

This form must be completed and returned to General Accounting/Property Management (970-S) before any capital property may be removed from campus.

Department Name: _____

I, the undersigned, request authorization to remove University of Houston-Downtown property for purposes of performing official business of the University relating to my duties as an employee. I understand that I assume responsibility for loss or damage to this item if the loss or damage results from my negligence, intentional act, or failure to exercise reasonable care, safeguarding, maintaining and servicing it. If reimbursement is not made, the State Attorney General may take legal action to recover the value of the property. Any alteration to this form will void any request to remove equipment.

I certify the equipment will remain in my custody when outside the University and will be primarily maintained at (complete address):

I will return the equipment by _____ (date may not be later than 8/31 of the current fiscal year). Renewals will be completed each fiscal year as part of the annual physical inventory process.

When equipment is returned, send a memo or e-mail to Property Management stating equipment has been returned and indicating the room number where it resides and the date of return to the university. Be sure to include the tag number of the property.

Description	Serial Number	UH-D Tag #	Condition	Capital Value

Employee Name (Please Print)

Employee ID

Employee's Signature

Date

UHD Phone #/Office Room #

Supervisor's Signature

Date

UHD Phone #

Department Property Custodian Signature

Date

UHD Phone #

PROPERTY MANAGEMENT (970-S) _____

(Signature)

(Date)