PERMISSION TO RELOCATE
UNIVERSITY-OWNED EQUIPMENT/FURNITURE
FROM UNIVERSITY PROPERTY

University-owned furniture and equipment may be used only for University business.

Description of Equipment/Furniture: _____
_____
_____
_____
_____

University Fixed Asset Tag or ID#: _____

Authorized Date of Relocation: _____

Relocated To: _____

Authorized Date of Return: _____

Reason _____
_____
_____

University Employee authorized to make relocation:

_____

Approved by _____ Date_____
{Dean / Director}

Approved by _____ Date _____
{Vice President}

Copy: Fixed Asset Inventory Control
Room 202, Suite 200, 201 Carter Drive

February, 2008