



Request to Remove Tracked Property From Campus

This form must be completed and returned to the Business Office before any tracked property may be removed from campus.

Department:

I, the undersigned, request authorization to remove Midwestern State University 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 must be completed each fiscal year as part of the annual physical inventory process.

When equipment is returned, send a memo or e-mail to the MSU Property Manager 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	MSU Tag #	Condition	Value

Employee Name (Please Print)

Employee Mustangs ID

Employee Signature

Phone Number / Office Room Number

Supervisor or Chair Signature

Phone Number