



TEXAS SOUTHERN UNIVERSITY

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AUTHORIZATION REQUEST TO
REMOVE EQUIPMENT FROM CAMPUS

The undersigned requests authorization to remove from the Texas Southern University Campus the equipment listed below belonging to the \_\_\_\_\_ Department, Org# \_\_\_\_\_ for the following purpose(s): \_\_\_\_\_

The undersigned certifies that:

- 1. The purpose(s) listed above constitute official business of Texas Southern University.
2. The equipment removed will be taken to the following address: My home (address on file) [ ] (check for yes) or,
(Name of Agency, Business, etc.) (Number and Street Name) (City) (State)
3. Date upon which equipment will be first removed from campus: \_\_\_\_\_
4. Date upon which equipment will be returned to campus: \_\_\_\_\_
5. Is this equipment (e.g., Laptops or PDA's) going to be taken to and from campus on a regular basis? Yes: [ ] No: [ ]
Is it Grant or Contract Property? Yes: [ ] No: [ ]

(1) Property Inventory Number: \_\_\_\_\_ Serial Number: \_\_\_\_\_
Description: \_\_\_\_\_ Value \$ \_\_\_\_\_
(2) Property Inventory Number: \_\_\_\_\_ Serial Number: \_\_\_\_\_
Description: \_\_\_\_\_ Value \$ \_\_\_\_\_

I understand that I, (as a responsible Party for State Property), am under financial liability for loss or damage to this (these) item(s) if the loss or damage results from my negligence, intentional act, or failure to exercise reasonable care, safeguard, maintain and service it (them). Tex. Gov't code ann. Sec. 403.275 (Vernon Supp. 1997).

Person Removing Property (Please Type or Print) Signature Banner 'T' Number Date
Depart. Property Custodian (Please Type or Print) Signature Banner 'T' Number Date
Department Chairperson (Please Type or Print) Signature Date
TSU Property Manager (Please Type or Print) Signature Date

Distribution: Copy #1: Person removing property Copy#2: Depart. Property Custodian Copy #3: TSU Property Manager

Equipment returned on: \_\_\_\_\_ Witnessed by: \_\_\_\_\_
Date Depart. Property Custodian (printed) Custodian (signature)

(Forward additional copy of form to Property Management when the property is returned)
The information on this form is to be updated annually.