

**PROPERTY CONTROL
TEMPORARY REMOVAL OF PROPERTY REQUEST**

University property may be temporarily removed from University premises when it is determined by the fiscal agent and dean or director that such removal will advance the University programs or activities of that unit.

Equipment Description _____	Model Number _____	Serial Number _____	EIU Tag Number _____
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Equipment Location on Campus:
Building _____ Room Number _____ Dept. _____

Temporary Removal Duration (time and date):

Individual to be in Possession of Equipment:

Location of Equipment when Removed from Campus:

Person Removing Property:

I certify that the property will be used exclusively for university-related business or activities, and agree to assume responsibility for the equipment during the time the property is removed. I understand that I shall be liable for any losses, damage or destruction, or impairment of function or useful life of the property that may result due to negligence or carelessness.

Printed or Typed Name

Signature

Approvals:

Date

Fiscal Agent
Date _____

Dean or Director
Date _____

If removal is longer than one month:

Vice President for Business Affairs
Date _____

Property returned (time, date): _____

Acknowledgement of return

Fiscal Agent
Date _____

Dean or Director
Date _____