

OFFICE OF  
ACCOUNTING



## UTPB Equipment Removal from Campus Form

1. This form is to be used when removing UTPB tagged equipment from any campus location.
2. Complete form and obtain authorized signatures.
3. Submit completed original form to Asset Accountant in Accounting, MB 1220 and retain a copy for your records.
4. Upon return of equipment, complete bottom portion of form and submit to Asset Accountant.
5. Equipment must be returned to campus at least once per year for departmental annual physical inventory scanning.

Printed Name of Person Receiving Property:

Status:  Employee (Faculty/Staff)  
 Other (Specify)

Date property will be removed from campus:

Phone Ext:

Date property will be returned:

Location where property will be used:

By signing this form, the receiving party accepts fiduciary responsibility for the property and if negligently lost, stolen or damaged will replace or reimburse the university for the total or replacement cost of the property. The property will be surrendered upon demand, transfer or separation from UTPB. State law provided that no person shall entrust State Property to any official or employee or to anyone else to be used for other than state purposes.

Asset Number	Property Description	Serial Number

### Required Signatures

Person receiving property:	Date:
Property's Department Budget Head:	Date:
Employee's Department Budget Head (if other than above)	Date:

### Complete upon return of property to UTPB campus

Item returned to department (name):	Building:	Rm #:
Person returning property (print name):	Signature:	Date:
Received by authorized dept official (print name):	Signature:	Date: