

THE UNIVERSITY OF MICHIGAN – FLINT

College of Arts and Sciences

REQUEST FOR REMOVAL AND USE OF UNIVERSITY EQUIPMENT

In accordance with University policy, faculty and staff members must receive authorization to remove University equipment from University buildings. This authorization must be received from the department head that is of higher administrative authority than the requester. When properly completed, this request authorizes the removal and use of the equipment as specified below:

Equipment To Be Removed:

Name: _____ Name: _____
Model: _____ Model: _____
Serial No.: _____ Serial No.: _____
Equipment Tag No.: _____ Equipment Tag No.: _____
Location: _____ Location: _____
Replacement Cost: _____ Replacement Cost: _____

Equipment Use:

Purpose: _____
Location: _____
Period (Not To Exceed One Year): From: _____ To: _____

Check here if equipment will be carried back and forth during the period of use.

Agreement By Requester:

I hereby request authorization to remove and use the equipment as specified above. I agree that the equipment is my full responsibility until returned, and that I will provide reasonable care and security, and return it by the stated date.

Typed Name: _____ Date: _____
Title: _____ Signature: _____

Authorization To Remove and Use Equipment:

This request hereby approved in accordance with Standard Practice Guide #518.2

Chair Approval:
Typed Name: _____ Date: _____
Department: _____ Building: _____
Signature: _____
Dean Approval:
Typed Name: _____ Date: _____
Signature: _____

Equipment Return:

I hereby acknowledge the return of the above described equipment in satisfactory condition:

Chair Signature: _____ Date: _____
Typed Name: _____
Dean Signature: _____ Date: _____
Typed Name: _____

Copies Should Be Sent To:

Dean of the College
Department Chair
Facilities Management's Inventory Coordinator
Faculty or staff member requesting equipment removal

Revised: 06/05/02