



Movable Property Off Premises Request

This form should be completed prior to removing movable property to an off premises location. All property must remain in its present location/condition until approval has been granted.

Request to move property off premises:

Permission is requested to remove the following movable property from its current operating location(s) on campus. The person responsible must maintain the current condition of the property while off premises. The property listed below will be utilized for agency related business only. A copy of this approved form MUST be attached to the asset certification in the event of an audit. The agency property manager will retain the original document. In the event of an audit, the person responsible MUST make the property available if requested.

Table with 3 columns: STATE TAG NO., SERIAL NUMBER, DESCRIPTION. Contains 5 empty rows for data entry.

Current Location of Property (Bldg/Rm)

Requested Location of Property

Date to be Removed

Estimated Date of Return (must be approved annually)

Reason(s)

Employee Signature

This section will be completed by Agency Property Manager

Approval to remove state movable property:

Yes No checkboxes

Agency Property Manager Signature

Property returned to proper location(s):

Yes No checkboxes

Agency Property Manager Signature

Date Returned