

Letter For Off Campus Equipment Removal

To: Property Management Office From: Department Name Department Chairperson Subject: Permission to Take Equipment Off Campus This letter is written request for permission for the faculty member, staff member, or s noted below to remove the equipment listed below to an off-campus location to be sole used for College purposes. The individual removing this property from the campus will assume the responsibility proper care, transportation, security and safe return of the property in the same conditieft the college in. I recognize that the University reserves the right to recall this equipat any time for any reason. CUNY Bar Code Number (i.e. HUN-0012003) Type of Equipment Manufacturer Serial Number Model Number Responsible Person's Name Current Location New Location (Complete Address) Employee I D # Phone Number Duration of off-campus use Date of removal Reason for Equipment Removal	Date:			
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Employee I D # Phone Number Duration of off-campus use Date of removal	Current Loca	tion		
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Reason for Equipment Removal	Date of remo	val		
	Reason for E	quipment Removal		

Property Manager

Security Department Approval