

THE UNIVERSITY OF TEXAS AT EL PASO
Authorization to Remove Equipment Off Campus

The undersigned hereby:

- 1 Requests authorization to remove the equipment listed below from The University of Texas at El Paso campus for the following purposes:

Additional forms are required for equipment being transported abroad (outside of the USA); please click on this link to access the forms and acquire the appropriate approvals:

<http://admin.utep.edu/Default.aspx?tabid=72466>

Inventory #						Department Code	Item Description

- 2 Certifies that the purpose listed above constitutes official UTEP business.

3 Approval:

Signature: _____ Date: _____
(Dean, Director, Chair)

4 Return:

Received by: _____ Date: _____

- 5 Certifies that "Reasonable Care" will be exercised for the equipment's safekeeping and care. Individual taking equipment understands and agrees that he/she is accepting financial responsibility in reimbursing the University for the replacement cost of the equipment issued in the event of loss or damage.

- 6 Certifies that the equipment will be taken to:

- 7 Certifies that the equipment will be returned no later than:

- 8 Person requesting removal of equipment from campus:

Name: _____

Title: _____

Dept/Unit: _____

Signature _____ Date _____