



OFFICE OF PROPERTY CONTROL

7135 Wolverine Tower

3003 South State Street

Ann Arbor, MI 48109-1273

(734) 764-6251 Fax (734) 615-6235

HTTP://PROCUREMENT.UMICH.EDU/PROPERTY-SPACE-MANAGEMENT

REQUEST FOR REMOVAL AND USE OF UNIVERSITY EQUIPMENT

Loan No. _____

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 who is of higher administrative authority than the requester. When properly completed, this request authorizes the removal and use of equipment as specified below.

Equipment to be removed

Item: _____ Item: _____

Model: _____ Model: _____

Serial No: _____ Serial No: _____

Equipment Tag No: _____ Equipment Tag No: _____

University Address: _____ University Address: _____

Equipment Use: (Exclusively for business use)

Location: _____

Period Not to Exceed 2 Years: From: _____ To: _____

Agreement by Requestor:

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

Name (print): _____ Date: _____

Unique ID: _____ Signature: _____

Title: _____

Authorization to Remove and Use Equipment:

This request is hereby approved in accordance with Standard Practice Guide Section #520.1

Name (print): _____ Date: _____

Unique ID: _____ Signature: _____

Title: _____ Department: _____

Equipment Return:

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

Name (print): _____ Date: _____

Title: _____ Department: _____

Signature: _____