

OFFICE OF PROPERTY CONTROL  
 7137 Wolverine Tower  
 3003 South State Street  
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 (734) 764-6251  
 property.control@umich.edu

## REQUEST FOR REMOVAL AND USE OF UNIVERSITY EQUIPMENT

In accordance with U-M policy, faculty and staff members must receive authorization to remove U-M equipment from University buildings. This authorization must be received from the department who is of higher administrative authority than the requestor. When properly completed, this form authorizes the removal and use of equipment as specified below.

### Equipment to be Removed:

Item:	Serial No:
Model:	Equipment Tag No:
University Address:	

Item:	Serial No:
Model:	Equipment Tag No:
University Address:	

Item:	Serial No:
Model:	Equipment Tag No:
University Address:	

### Equipment Use: *(Exclusively for business use)*

Location:
Period: <i>(Not to exceed two years)</i> 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:	Date:
Unique ID:	Signature:
Title:	Department:

**Authorization to Remove and Use Equipment:**

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

Name:	Date:
Unique ID:	Signature:
Title:	Department:

**Equipment Return:**

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

Name:	Date:
Unique ID:	Signature:
Title:	Department:

If any of the equipment to be removed is valued at \$5000 or greater, please return a copy of this form to [property.control@umich.edu](mailto:property.control@umich.edu).