

**INSTRUCTIONS:**

Complete all sections regarding all capital and non-capital items being taken off campus. Return completed form to the Property Management Office, Room 2255, Sarah Loguen Center.

Complete all sections regarding new capital and non-capital items for new purchases that will be utilized at a non-campus location. Attach completed form to a purchase requisition and return to the Campus Purchasing Office, Room 2045, Sarah Loguen Center.

**DEPARTMENT INFORMATION**

Dept. Name: \_\_\_\_\_ Dept. Account #: \_\_\_\_\_

Bldg.: \_\_\_\_\_ Rm.: \_\_\_\_\_ Phone Ext.: \_\_\_\_\_

Contact Person: \_\_\_\_\_

**REQUEST INFORMATION**

Asset Number: \_\_\_\_\_ Serial Number: \_\_\_\_\_

Description: \_\_\_\_\_

Off-campus Location: \_\_\_\_\_

Purpose for Relocation: \_\_\_\_\_

Will Item be Consumed: \_\_\_\_\_

Date Borrowed: \_\_\_\_\_ Estimated Return Date: \_\_\_\_\_

Department Chairman: \_\_\_\_\_ Signature: \_\_\_\_\_

Borrower's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date Returned: \_\_\_\_\_ Building/Room Returned: \_\_\_\_\_