



AUTHORIZATION TO REMOVE/RELOCATE PROPERTY

*** Indicates the required field.**

The University's property management system provides the necessary record keeping to ensure appropriate resource allocation and to reduce unnecessary capital expenses. The accuracy of our records is the responsibility of all departments. Your cooperation in completing this form will ensure the accuracy of our system and the valuable information it provides. The removal of University property (excluding maintenance/repairs) from its designated location can only be authorized via the completion of this document. Under no circumstances are individuals unilaterally permitted to remove University property that is not permanently classified as portable (i.e. vehicles, laptops, etc.). Please complete a separate form for each item that is tagged as a physical asset of the University (tags are located on the bottom or rear of items). Untagged assets (i.e. desk lamps, adding machines, etc.) must also be identified and their removal authorized through the completion of this form.

If you have any questions about this process, please feel free to contact Martin Blocker by email at asset_management@pace.edu or by phone at x22758.

Name: *

Date: *

Email: *

Phone: *

TAG NUMBER *	MODEL NUMBER	SERIAL NUMBER	HELP DESK TICKET # *

Description of Property: please check off one of the choices below **and** give a brief explanation in the comment box.

Remove from campus

Relocated on campus

Retired from service/discarded

Transfer of an Asset

Explain below:

If property is being relocated please provide the following information:

From:

Primary User: *		Phone / Ext: *	
Campus/Offsite Location:			
Building:		Room Number:	

To:

Primary User: *		Phone / Ext: *	
Campus/Offsite Location:			
Building:		Room Number:	

If property is being retired/discarded & approved for personal use, the following signatures are required:

Department Head: *	
Vice President/Dean: *	

Department Authorization: *

This acknowledges all parties are aware of university policy and authorize removal of equipment from university property. Under no circumstances are individuals unilaterally permitted to remove University property that is not permanently classified as portable (i.e. vehicles, laptops, etc.).

Security Officer's Name:

Property Management Office:
(Fixed Assets office only)

Please print a completed form for your department records