

State University of New York at Buffalo

Property Removal Authorization Form

Retain this original form and provide a copy to your department's Inventory coordinator. Have the form in your possession when removing University assets from their original location. You may be asked to produce it, along with proper identification, by University Police. The borrower is responsible for the return of this property in good condition. The Inventory coordinator is responsible to maintain a record of the asset location. It is not necessary to provide a copy of the form to Asset Management.

Purpose: _____

Name of borrower: _____ **UB Email:** _____

Department: _____ **Telephone No.:** _____

Building: _____ **Room No.:** _____

Destination of Borrowed Property: _____

Signature of Borrower

The bearer is granted the permission to remove the property described above for Business use only from the State University of New York at Buffalo.

Authorized Signature (Supervisor at Chair level or higher)

No.	Asset Number	Description	Manufacturer	Model	Serial #
1					
2					
3					
4					

Property returned in Good condition on: _____

Received by: _____