

To: Property Management, T-5, Room 2
 Date: _____
 From: _____
 (Accountable Officer)

Phone: _____

REQUEST TO REMOVE PROPERTY FROM CAMPUS (Prop-3) Form

I. REQUEST TO REMOVE PROPERTY FROM CAMPUS File No. _____

Number	Barcode Number	Description	Serial Number	Department Number
1				
2				
3				
4				
5				
6				

Address where property will be used

Period of Use: FROM _____, 200_ TO: _____, 200_

Purpose of Use :

NOTE: See instructions on page 2 of this form for required signatures

- Removal approved for up to one year

 Accountable Officer Date
- Removal approved in excess of one year

 Dean of College/VP Date

I hereby knowledge receipt of the above property, accept full responsibility for it and agree to reimburse FAU for any damage or loss resulting from my negligence. I also agree to conform to university procedures including annual inventory certification and certification of the return of the property to the campus.

Requested By (Print Name) Telephone Ext Department

Requested By (Signature) Title e-mail Address Date

II. CERTIFICATION OF RETURN OF PROPERTY TO CAMPUS

I hereby certify that the above described property has been returned to Bldg No. _____, Room No. _____

Accountable Officer (Signature) Date

III. ANNUAL INVENTORY CERTIFICATION

I hereby certify that the above property remains in my possession at the address shown above and is not presently available for inventory scanning.

Requested by (Signature) Date

Instructions

1.
 - A. The File Number will be assigned by the Property Management Office when the form is logged in.
 - B. An Item Number is assigned to each of the items removed, i.e., if the form lists a computer, a display and a printer, the computer would be item No. 1, the display would be item No. 2, and printer would be item No. 3
 - C. The Bar Code Number is the 12 digit number found on the Florida Atlantic University property barcode label. List the last six digits of the bar code number. Items with a value of less than \$1,000 will not have a barcode label.
 - D. The Serial Number is the manufacturer's ID number usually found on the identification plate, located on the back or bottom of the property. Sometimes it is designated as "S/N _____".
 - E. The Department Number is your department's 9 digit account number.
2. If property removal exceeds 30 days but will be returned within one year, this form must be signed by the person making the request and the accountable officer. The principal investigator administering a grant or contract is the accountable officer for property acquired by or assigned to the grant or contract project.
3. If property removal exceeds one year, this form must be signed by the person making the request, the accountable officer and the Dean of the college or appropriate VP.
4. An indefinite time period may be requested by writing "indefinite" in the Period of Use "To" date field.
5. Return the completed form to the Property Management Office.
6. A copy of the approved form will be returned to the initiating department who will provide a copy to the person making the request. This copy will serve as the written authorization to remove the property from campus. The campus Police Department has the authority to request this document when property is being removed from campus.
7. Off-campus property is not insured for loss or damage by Florida Atlantic University. The person making the request accepts full responsibility for the property and agrees to reimburse FAU for any damage or loss resulting from his/her negligence.
8. For the purpose of an annual inventory recertification of off-campus status, an e-mail will be sent to the requester at the beginning of each calendar year for completion and resubmission. If the original request was a "time-limited request" a new form will have to be completed and submitted if the unit is to continue to be utilized off-campus.
9. When property is returned campus, a representative of the Property Management office will be sent out to inventory the returned items prior to relief of accountability.