

Please use separate forms if there is more than one item.

RETURN FORM TO:

Property Control Office ▪ Service Building 102A ▪ Phone: 257-3331 ▪ Fax: 257-3314 ▪ propertycontrol@newpaltz.edu

REASON FOR REMOVAL

- Repair
- Equipment on temporary loan or moved off campus to _____

ITEM DESCRIPTION

SUNY Barcode # _____ Model # _____
Serial # _____ Expected Return Date _____
Off campus location _____

AUTHORIZED TO BE REMOVED FROM THE DEPARTMENT PREMISES BY

Signature of Department Dean or Director

Please print name

I agree to be responsible for the return of this item in the same condition as when it was removed from the campus.

Employee signature

Date

- Approved Disapproved

Property control coordinator signature

Date

No item may be removed from the SUNY New Paltz campus until you receive an approved copy of this form.