

**Permission to Remove University Assets from Campus**

As a general rule, removal of University equipment, furnishings, and similar property from campus is not permitted. Specific exceptions may be made when all of the following conditions are met:

- Relocation is temporary
- Relocation purpose is for the conduct of University business by a University employee
- Property, while relocated, will be adequately protected from loss and damage
- Head of the administrative unit to which the property is assigned must approve the relocation
- Absence of the property, while relocated, will not hinder normal, on-campus operations

**\*\*\*Lending University property for personal or organizational use by private parties is expressly prohibited\*\*\***

**All blanks on this form must be completed**

Identify item(s) to be removed from campus:

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WCU inventory number: \_\_\_\_\_ Period of removal from: \_\_\_\_\_ to: \_\_\_\_\_

On-campus location from which removed: \_\_\_\_\_

Off-campus location to which taken: \_\_\_\_\_

Condition of item(s): \_\_\_\_\_

University business purpose served:

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**Note:** Approving administrator assumes responsibility for custody of this record and for monitoring compliance with its terms; the user assumes responsibility for the property removed. A copy of this record is to be placed with the copy of the fixed assets' inventory on file in the administrative unit. If this is a fixed asset, the original record is to be submitted to the Fixed Asset Accountant in the Controller's Office. **Removal of property from the campus contrary to University policy may result in prosecution for misappropriation of State property and/or larceny.** Accountability for property purchased by (or for) a department, college, or other unit of the University is the responsibility of the administrative head of that unit.

Print/Type Name as shown in Banner of the Borrowing Employee	Signature	Date
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Print/Type Name as shown in Banner of the Department Head/Administrative Unit	Signature	Date
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Additional information is required (listed below) if equipment is removed from campus to individual(s) unaffiliated with Western Carolina University. Under no circumstance shall removal be for a private purpose.

Date asset was checked out: \_\_\_\_\_ Date asset to be returned: \_\_\_\_\_

Print/Type Name of Individual Borrowing Equipment	Signature	Date
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