

**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. 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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