

Transfer of an Asset

AUTHORIZATION TO REMOVE/RELOCATE PROPERTY

* Indicates the required field.

The University's property management system provides the necessary record keeping to ensure appropriate resource allocation and to reduce unnecessary capital expenses. The accuracy of our records is the responsibility of all departments. Your cooperation in completing this form will ensure the accuracy of our system and the valuable information it provides. The removal of University property (excluding maintenance/repairs) from its designated location can only be authorized via the completion of this document. Under no circumstances are individuals unilaterally permitted to remove University property that is not permanently classified as portable (i.e. vehicles, laptops, etc.). Please complete a separate form for each item that is tagged as a physical asset of the University (tags are located on the bottom or rear of items). Untagged assets (i.e. desk lamps, adding machines, etc.) must also be identified and their removal authorized through the completion of this form.

assets (i.e. desk lamps, adding machines, etc.) must also be identified and their removal authorized through the completion of this form. If you have any questions about this process, please feel free to contact Martin Blocker by email at asset management@pace.edu or by phone at x22758. Name: * Date: * Email: * Phone: * TAG NUMBER * MODEL NUMBER SERIAL NUMBER HELP DESK TICKET # * **Description of Property:** please check off one of the choices below **and** give a brief explanation in the comment box. Explain below: Remove from campus Relocated on campus Retired from service/discarded

From:				
Primary User: *			Phone / Ext: *	
Campus/Offsite L	ocation	<u></u>		
Building:			Room Number:	
To:		,		
Primary User: *			Phone / Ext: *	
Campus/Offsite L	ocation			
Building:			Room Number:	
If property is bein		ed/discarded & approved for personal use, the follo	owing signatures	are required:
Vice President/De				
Department Author	orizatio	n: *		
university	proper	es all parties are aware of university policy and auty. Under no circumstances are individuals unilate of permanently classified as portable (i.e. vehicles	erally permitted to	
Security Officer's	Name	:		
Property Manager (Fixed Assets office				

If property is being relocated please provide the following information:

Please print a completed form for your department records