Authorization for Off Campus Property

(Form to be completed for off-campus asset(s) - authorization and renewal of property)









I, the undersigned, request authority to remove University of Houston System property for purposes of performing official business of the University relating to my duties as an employee. I understand that I assume financial responsibility for loss or damage to this (these item(s) if the loss or damage results from my negligence, intentional act or failure to exercise reasonable care, safeguard. I also understand that my employee record will remain encumbered with responsibility for this (these) item(s) if it has not been returned to university (UH, UHCL, UHD, UHV). If reimbursement is not made, the Office of the General Counsel (OGC) may take legal action to recover the value of the property. Any alteration to this form will void, any request to remove equipment.

I certify and designate the equipment(s) listed below will be primarily located at: Address: **Department Name: Department ID:** I will return the equipment by the date given here. (date may not be later than **Return Date:** 08/31 of current fiscal year). Renewals will be completed each fiscal year. Description **UH TAG# Serial Number** Condition **Net Book Value Employee: Print Name** Signatu **EMPL ID** Date Department Head/Supervisor: **Print Name** Signature Date **Department Property Custodian Print Name** Signature Date Property Management Use Only:

Revised 9/1/2022

Please complete and submit to appropriate campus (UH, UHCL, UHD, UHV)Property Management