

# NORTH CAROLINA AGRICULTURE & TECHNICAL STATE UNIVERSITY

## Permission to Remove University Assets

From Campus for University Related Business

**Note:** As a University employee user of the equipment listed on this form, I agree to return the equipment when requested and complete a PM603 Form if I still have the equipment in my possession at the annual inventory date. **This form should be submitted to the Property Management Office prior to removal. Please send to Property Management DeHuguley Building or Fax 336-334-7214.**

<b>Department:</b>		<b>ORG Code:</b>	
<b>Employee's Name/Title:</b>		<b>Work Phone:</b>	
<b>Date Removed:</b>		<b>Period Covered:</b>	
<b>A&amp;T Tag Number</b>	<b>Manufacturer/Description</b>	<b>Serial Number</b>	
<b>Reason for Off Campus Use:</b>			
<b>Off Campus Location:</b>			
<b>User's Signature:</b>		<b>Print Name:</b>	<b>Date:</b>
<b>Department Head Signature:</b>		<b>Print Name:</b>	<b>Date:</b>
			<b>Phone:</b>

### COMPLETE WHEN EQUIPMENT IS RETURNED

<b>Equipment Returned: Yes <input type="checkbox"/> or No <input type="checkbox"/> (mark one)</b>	<b>Date Returned:</b>
<b>Employee's Signature:</b>	<b>Date:</b>
<b>Department Head's Signature:</b>	<b>Date:</b>

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