

**Removal of Equipment from University Campus**

The undersigned requests authorization to remove from the campus of The University of Texas at Arlington the equipment listed below belonging to \_\_\_\_\_ department, Speed Chart (Cost Center/Project ID): \_\_\_\_\_ for the following purpose(s):

The undersigned certifies that:

1. The purpose(s) listed above constitutes official business of The University of Texas at Arlington.

2. The equipment removed will be taken to:

3. Date equipment will be removed from campus:

4. Date equipment will be returned to campus:

5. Person responsible for equipment removed from University campus:

Printed name of person responsible for equipment

Title

Signature of person responsible for equipment

Signature of Department Chair or Director

Date:

Date:

MODIFICATION TO THIS FORM IS STRICTLY PROHIBITED.

Asset ID/Tag #	Date Acquired	Description	Recorded Value

**Note: When an item of equipment is taken off campus, the individual doing so assumes financial responsibility for the property**

**Original to be retained by Department.**

You may be entitled to know what information UT Arlington collects concerning you. You may review and have UT Arlington correct this information according to procedures set forth in UT System Administration UTS139. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code.