NOTIFICATION OF THE REMOVAL OF EQUIPMENT FROM THE CAMPUS

The appropriate permission has been obtained to remove the equipment listed below from the UCSC campus. The requester understands that this removal of property is temporary and not intended for personal use. It is also understood that all property of the UC Regents is automatically covered under the Self-Insured Basic Property Program, outlined in BUS 28. However, this insurance will only be available in excess to any other applicable insurance for any loss or damage to this property while it is in the requester s care and custody.

PROPERTY #	DESCRIPTION	SERIAL #	VALUE

Location of property while off campus:_____

_____

Date of removal:_____ Estimated date of return:_____

Reason for removal:_____

_____

_____ _____

Typed or Printed Name of Requester Signature of Requester Date

_____ _____

Typed or Printed Name of Unit Head Unit Head Approval Date

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Fill in this section of the top/white copy and send it to Equipment Administration when equipment is returned to the campus:

The above item(s) was returned to UCSC by _____ on _____and should be

listed in the equipment records as being located in building/room _____.

_____ _____

Requester Date Unit Head Acknowledgment Date

Copy distribution: two to requester (one to Equipment Admin. when property is returned) one to Equipment Admin.