

LAMAR STATE COLLEGE – PORT ARTHUR

A member of The Texas State University System
Property Department

REQUEST FOR AUTHORITY TO REMOVE EQUIPMENT FROM CAMPUS

This form to be completed and delivered to Property Office **BEFORE** any equipment is removed from campus.

FROM (Department): _____ Account # _____

I, the undersigned, request authority to remove Lamar State College - Port Arthur property for the purpose of performing official business of the College relating to my duties as an employee. I understand that I assume pecuniary responsibility for this equipment and I shall be pecuniary liable to the state for the loss thus sustained by the state.

I certify that the equipment will be taken to and remain at: _____

I will return the equipment by the date given here (date may not be later than 08/31 of the current fiscal year), or will obtain written approval for an extension at the end of the fiscal year using this same form.

DATE OF RETURN: _____

When equipment is returned, send a copy of this form and memo stating that the equipment has been returned.

LU TAG #	DESCRIPTION	SERIAL #	VALUE

Signature: _____ S.S. Number: _____

Print Name: _____ Phone: _____

Department Signature: _____ Date: _____

Print Name: _____ Date: _____

Property Manager Approval: _____ Date: _____

NOTE: If equipment is loaned to another agency, this form requires the President of Agency Head's approval of both agencies.

President's Signature (Lending Agency)
Lamar State College - Port Arthur

President or Agency Head's Signature
Receiving Agency