

NOTIFICATION OF REMOVAL OF EQUIPMENT FROM 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.

<u>PROPERTY #</u>	<u>DESCRIPTION</u>	<u>SERIAL #</u>	<u>EST. VALUE</u>

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

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 Acknowledgement Date

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

 Submit to UCSC 1156 High St., Santa Cruz, CA 95064
 Attn: Equipment Administration, Mail Stop: Accounting Office