The University of Texas Health Science Center at San Antonio

PROPERTY REMOVAL PERMIT

A Property Removal Permit or an approved Equipment Move Request Form is required when equipment is removed from or returned to the campus.

State Law provides that no person shall entrust State Property to any official or employee or to anyone else to be used for other than State purposes.

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<th>Inventory No.</th>
<th>Description, Make, Model, Color</th>
<th>Serial No.</th>
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NOTE: By my signature I attest that the property will be used for state purposes only. I understand that where state property is damaged or lost as a result of an intentional wrongful act, negligent act, or failure to exercise reasonable care, to safeguard, or to maintain and service the property, that I shall be pecuniarily liable to the state for the loss sustained.

Address where property will be used: ________________________________

Signed or typed name of person receiving property: ________________________

Signature of person receiving property: ________________________________

Status □ Employee (Faculty/Staff) □ Other (Specify) ________________________

DATE REMOVED ___________________________ COMPLETE WHEN PERMIT IS ISSUED

DATE TO BE RETURNED ________________________ COMPLETE WHEN PERMIT IS ISSUED

DATE RETURNED ___________________________ COMPLETE WHEN PROPERTY IS RETURNED

DEPARTMENT ______________________________

Signature Authorizing Removal of Property: ______________________________

DEPARTMENT CHAIRMAN, HEAD OR DESIGNEE ONLY

DISTRIBUTION:
White — Inventory Office
Green — U.T. Police
Canary — Department File
Pink — Individual Removing Property
Goldenrod — Inventory Office Upon Return of Property

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