

# 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.

Inventory No.	Description, Make, Model, Color	Serial No.

**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: \_\_\_\_\_

Printed 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