

**Letter For Off Campus Equipment Removal**

Date: \_\_\_\_\_

To: Property Management Office

From: \_\_\_\_\_  
Department Name Department Chairperson

Subject: Permission to Take Equipment Off Campus

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This letter is written request for permission for the faculty member, staff member, or student noted below to remove the equipment listed below to an off-campus location to be solely used for College purposes.

The individual removing this property from the campus will assume the responsibility for the proper care, transportation, security and safe return of the property in the same condition it left the college in. I recognize that the University reserves the right to recall this equipment at any time for any reason.

CUNY Bar Code Number (i.e. HUN-0012003)\_\_\_\_\_

Type of Equipment\_\_\_\_\_

Manufacturer\_\_\_\_\_

Serial Number\_\_\_\_\_

Model Number\_\_\_\_\_

Responsible Person's Name\_\_\_\_\_

Current Location\_\_\_\_\_

New Location (Complete Address)\_\_\_\_\_

Employee I D #\_\_\_\_\_

Phone Number\_\_\_\_\_

Duration of off-campus use\_\_\_\_\_

Date of removal\_\_\_\_\_

Reason for Equipment Removal\_\_\_\_\_

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Property Manager Security Department Approval