

**NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE
UNIVERSITY**

PERMISSION TO REMOVE UNIVERSITY ASSETS
From Campus for University Related Business

Permission Requested By: _____
Name Date
_____ Title Department

Asset Description: _____

A & T Inventory Identification Number: _____

Location from which Asset is to be removed: _____

Location to which Asset is to be moved: _____

Period Covered: _____
From To

Describe business for which permission is requested:

Approved Denied

Department Head Date

This form must be submitted to the Property Management Office prior to the removal of any University Equipment.

**Property Management
1032 E. Lindsay Street
Telephone: 336-334-7680, Fax: 336-334-7681**

Note:

No property may be removed from the University without approval from the Department Head. Removal of property without following proper procedures may result in prosecution for misappropriation of State Property and/or larceny.