



Property Removal Authorization

The bearer is granted the permission to remove the property described below from the University at Buffalo. Save this authorization form. You may be asked to produce it, along with proper identification, by a University Police Officer. The borrower is responsible for the return of this property in good condition. The items borrowed are job related.

Purpose:

Name of borrower:

Department: _____ **Telephone No.:** _____

Building: _____ **Room No.:** _____

Destination of Borrowed Property:

Signature of Borrower

Authorized Signature and Title
(Supervisor, Department Head level or above)

Date

No.	Asset Number	Description	Manufacturer	Model	Serial #
1					
2					
3					
4					

Property returned in Good condition on: _____

Received by: _____

New Campus Building Location: _____ **Room No.:** _____
