



Medgar Evers College – CUNY, 1650 Bedford Avenue, Brooklyn, New York 11225

Property Removal/Transfer Authorization Form

Department: _____ Date: _____

Dept. Head Name (print): _____ Title: _____

Dept. Head Signature: _____ Phone #: _____

Name of Person Receiving Property: _____ Phone #: _____

Expected Date of Return of Property: _____

The property(ies) listed below will be moved/transferred:

From: _____ To: _____
Building Floor / Room Building / At Home Floor / Room

Reason: _____

Tag Number	Equipment Description	Model / Serial	Qty

- Please select removal status:
- | | | |
|------------------------------------|--|--|
| <input type="checkbox"/> Permanent | <input type="checkbox"/> Loan on Campus | <input type="checkbox"/> Repair off Campus |
| <input type="checkbox"/> Temporary | <input type="checkbox"/> Loan off Campus | <input type="checkbox"/> Salvage/Disposal |

The responsibility for safeguarding MEC property resides with the department head and the person receiving the property. Under no circumstance shall the MEV bar coded tag be removed from the equipment.

White copy - Security Yellow copy - Bearer Pink copy - Property Management -- Processed by: _____
 Date Posted: _____