

UNIVERSITY OF HOUSTON-DOWNTOWN
PROCEDURES FOR REMOVAL OF CAPITAL PROPERTY
PRP2

The following steps should be completed before removing capital property from the university. Under no circumstances should property be removed without proper authorization from the responsible person's supervisor, the responsible person's department Property Custodian and the Property Manager.

It is the Property Custodian's responsibility to ensure that the following steps are taken before anyone in his/her department removes capital property from the university.

1. Make sure the item to be removed is tagged.
2. Personally look over the item to be removed to view the condition that the property was in before it was taken off-campus.
3. Complete all sections of the form, with complete address, social security number and signature of the responsible person.
4. Get signature from the responsible person's supervisor.
5. Sign the completed *Request to Remove Capital Property* form and forward to Property Management.
6. Property Management will sign the form and keep the original, forwarding a copy of the completed form to the requesting department Property Custodian. Once the Property Manager's signature is received, the responsible person is then authorized to remove the capital property from the university.
7. Property Management must be notified immediately when the item is returned to campus so the new location can be entered for the equipment. This can be done via e-mail or memo (be sure to include the tag number of the item being returned on any correspondence).
8. If the item to be removed from campus remains off-campus all year, a new *Request to Remove Capital Property* form must be completed and forwarded to the Property Manager as part of the annual physical inventory process.

When capital property is removed, the items must be kept in good condition. If there are any damages due to the responsible person, that person will be held liable for damages. Property Custodians must keep track of all property items being held off-campus along with all the appropriate paperwork pertaining to that piece of property.

Property Management is located in 970-S.