



This form is to be used when removing ALAMO COLLEGES Controlled/Capitalized Assets from any ALAMO COLLEGES location for official use.

IMPORTANT!! PLEASE READ CAREFULLY

THE UNDERSIGNED ACCEPTS FIDUCIARY RESPONSIBILITY FOR THE PROPERTY TAKEN OFF CAMPUS, AND IF NEGLIGENTLY LOST OR STOLEN WILL REPLACE OR REIMBURSE ALAMO COLLEGES FOR THE TOTAL OR REPLACEMENT COST OF THE PROPERTY. I WILL SURRENDER THE PROPERTY UPON DEMAND, TRANSFER OR SEPARATION FROM ALAMO COLLEGES AND UNDERSTAND ALL PROPERTY SIGNED OUT MUST BE MADE AVAILABLE FOR SCANNING AT LEAST ONCE PER YEAR FOR THE DEPARTMENT ANNUAL PHYSICAL INVENTORY. A SIGNED COPY OF THIS FORM MUST ACCOMPANY THE ITEM WHILE OFF CAMPUS AND MUST BE PRESENTED UPON REQUEST IF STOPPED BY THE ALAMO COLLEGES DEPARTMENT OF PUBLIC SAFETY.

(RETURN DATE IS VALID FOR ONE YEAR. A NEW FORM MUST BE SUBMITTED EACH FISCAL YEAR)

- Instructions: 1) Complete this form, Route and Obtain authorized signatures and retain a copy for your records. 2) Submit the Completed ORIGINAL form to the Inventory Control Office via email, fax, or hard copy. 3) Upon return of equipment, complete bottom portion and submit to Inventory Control.

1. On, (Current Date), the UNDERSIGNED requests authorization to REMOVE from ALAMO COLLEGES the property listed below assigned to the Department FOAP:

2. The UNDERSIGNED CERTIFIES that the 'purpose' for PROPERTY REMOVAL constitutes OFFICIAL Alamo Colleges business. The use of Alamo Colleges' property for personal use is STRICTLY PROHIBITED.

PURPOSE JUSTIFICATION:

LOCATION (street address) where the property will be located:

DATE property will be REMOVED from Alamo Colleges: Date returned:

Table with 4 columns: BARCODE / TAG #, SERIAL NUMBER, DESCRIPTION OF ITEM, VALUE (\$)

REQUIRED SIGNATURES

Table for required signatures with columns: Name, Signature, Phone Number, Date. Rows include Person Removing Property, Department Chair/Director, and Supervisor.

Table for receiving authorized dept. official with columns: Name, Signature, Phone Number, Date

Bottom section containing: Item Returned to Dept/Office, Person Returning Property, and LOGGED IN/OUT/PROCESSED ON fields.