

SANTA FE COLLEGE

PROPERTY INVENTORY CONTROL

REQUEST FOR TEMPORARY REMOVAL OF COLLEGE EQUIPMENT

Date: _____

Borrower's Name: _____ Phone Number: _____

Borrower's Address: _____

Borrower's Employee Number: _____

Purpose/Justification: _____

I request permission to remove from campus the item(s) listed below and temporarily keep them in my custody. I understand that I may be required to reimburse the college for any loss or damage to the property borrowed.

Borrower's Signature: _____ Date: _____

Property Information

Property Decal Number	Description	Serial Number	Expected Return Date*

*If item will be kept longer than the expected return date, a new authorization must be completed.

Authorization (Must have signatures of custodian **and** cabinet member)

Property Custodian

Name _____ Property Dept. # _____

Signature _____ Date: _____

Cabinet Member

Signature _____ Date: _____

Return Information (Completed after the item is returned)

Received by: _____ Date: _____

Property returned in satisfactory condition? ____ Yes; ____ No;

If not, please explain: _____

Gold - Borrower; Pink - Property Manager (F-033); Yellow - Department File; White - To be kept in the department until item is returned, then forwarded to the Property Office in F-033 with the Return Information completed. Visit the SFC Property web page at <http://dept.sfcollege.edu/property/> for more information.