

**PRP-2A Request for Authority to Remove Equipment from Campus
Addendum**

Responsibility for State Item Physical Inventory Delivery and Verification.

Employee Name: _____

myUH/PeopleSoft #: _____

- Property recipient will provide the State Item to the Department/College Property Custodian within three (3) business days of written/electronic request (a minimum of once every fiscal year).
- Transport to and from the Department/College Property Custodian office will be the responsibility of the State Item recipient.
- Images, photographs, videos, and/or other graphic representations will not be accepted in lieu of physically delivering the State Item to the Property Custodian's office.
- State Items not physically and visually verified by the Property Custodian, within the requested time period, will be reported to University Property Management using the "74-194 Missing, Damaged, or Stolen Property Form." * The property recipient will be required to make a formal written statement to University Property Management and/or University of Houston Police detailing the status of the State Item.
- Recipients may be held legally and financially responsible for any "Missing, Damaged or Stolen" State Items. MAPP 03.03.01
- Items older than ten (10) years from the current inventory year will not be re-issued.
- Department purchased State Items will be issued as replacement for existing equipment.
- If any State Item is removed from campus to be used by another entity (State agency, school district, community agency, grant partner, etc.) a Memorandum of Understanding must be created and approved prior to removal.
- **Department purchased:** Faculty and Staff may not have more than one (1) desktop computer, one (1) laptop computer and one (1) mobile/tablet device off campus at a time. Request to have additional "State Item" off campus items will require the approval of the Department Chair and College Business Administrator.
- **Grant purchased:** Faculty requesting to have multiple "State Item" off campus will require the approval of the Office of Research, Authorized Signing Official and the Associate Dean for Research.
- Additional Off Campus Application procedures may be put in place at any time and will amend/supersede this document.

*V. LOCATING AND RECOVERING LOST PROPERTY Individuals that have lost or misplaced any item on the UH Main Campus are encouraged to report the loss to the UH Police Department via the available online reporting system on the Police Department's Lost and Found web site, or by telephone at 713-743-0620 during our normal business hours: Monday through Friday from 8:00 a.m. to 5:00 p.m. If the item is located, the UH Police Department will make arrangements with the owner for its return.

