

Equipment Removal from Campus

Any faculty member wishing to remove a piece of inventoried equipment from campus must complete and sign an Equipment Inventory Modification Request (EIMR) with Building Services manager - Room 1304, Bldg. 551. This is the current campus policy.

Anyone wishing to remove a piece of non-inventoried, non-computer related item of equipment belonging to the department must see Building Services manager to follow current department check-out procedures.

Any faculty member wishing to remove a piece of inventoried or non-inventoried computer equipment belonging to the department, must clear it with MSO/IT coordinator. Once the request has been approved the request, usual procedures must be followed (i.e., completion of an EIMR in the case of inventoried equipment or completion of appropriate departmental forms in the case of non-inventoried equipment).

Anyone removing equipment (inventoried or non-inventoried) from campus without following these procedures will be held personally responsible for any repair or replacement of the item should this become necessary.