

REQUEST TO OBTAIN UIUC SURPLUS PROPERTY

(NOTE: This form must be completed and approved **PRIOR** to obtaining property)

Date: _____

Your name: _____ Campus Work Address: _____

Responsible Faculty (if Student/AP/Staff): _____

Description

Room/Building

(where property will be housed)

Signature of Responsible Faculty

Signature of NRES IT staff if computer

Signature of Dept. Inventory Staff

Date request approved by Inventory Staff

**Note: Please read the information on page two, sign and return completed form to:

**Angela Beach
NRES Business Office
W-511 Turner Hall, MC-047**

UIUC POLICY STATEMENT

The private use of University property is not permitted. No one connected with the University in any capacity may use any University property of whatever description for any personal purposes.

Definition of Employee Responsibility

University employees using University property assigned specifically to them are responsible for that equipment. They may be asked to reimburse the University if the equipment is lost, stolen, or misplaced because of neglect. Employees are responsible for property or equipment assigned to them:

- When they have been given written permission to remove it temporarily from the University's premises according to current campus procedures (see campus supplements to this section).
- That is portable in nature and is for their sole and exclusive use in their work (for example, pagers, two-way radios, etc.).

Removal of UIUC Property From UIUC Buildings and Grounds

No one is permitted without approval to remove from the buildings and grounds any property belonging to the University, even though it may seem to be of no value, unless it is removed according to the information in this section and the appropriate campus supplements. This includes removal of property designated as eligible for scrap or recycling.

I have read and understand the policies above. I understand that further information on UIUC policy on the use of University of Illinois property can be located at http://www.obfs.uillinois.edu/manual/central_p/sec12-1.html.

Signature: _____

Date: _____

A signed copy of this form will be returned to you once all signatures are obtained and the acquisition is approved. At that time you may obtain the property from UIUC Surplus.