

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 6	Fiscal Policies and Procedures	Effective:	May 2000
Section 6.3	Property Control	Revised:	September 2008
Policy 6.3.8	Property Removal Permit	Responsibility:	Assistant Vice President for Business Affairs

PROPERTY REMOVAL PERMIT

Policy

Permission to take Health Science Center property from the premises must be obtained, in writing, from the department Chair, head, or designee. A [Property Removal Permit](#) is available for this purpose. Property removed from the premises may not be used for anything other than State purposes.

Repetitive or Extended Use

A “blanket” use of the [Property Removal Permit](#) can be authorized where repetitive removals are required of the same piece of property by the same individual during the fiscal year, or when the use off the premises will be for an extended period by the same individual. In the case of repetitive or extended use, except for cellular telephones costing less than \$500.00, the authorizing individual should use an August 31, 20____ date of the current fiscal year as the date to be returned. If the use extends past this date, a new permit must be issued for the new fiscal year as of September 1, 20____.

The [Property Removal Permit](#) termination date for the cellular telephones costing less than \$500.00 may be open ended, but not to be later than the expiration date of the contract (including any renewal terms) with the cellular phone/air time provider or the termination date of the employee, whichever comes first.

Subsequent Moves

Property originally removed from the premises on a [Property Removal Permit](#) or [Equipment Move Request Form](#) may be moved to a new address, if a new [Property Removal Permit](#) or [Equipment Move Request Form](#) is issued. For example, moving Health Science Center equipment from the Southwest Research Institute to the University Health System-Downtown would require that a new permit be issued prior to the move.
