KCTCS ADMINISTRATIVE POLICIES AND PROCEDURES-ATTACHMENT C BLUEGRASS DISTRICT OFF-CAMPUS EQUIPMENT REPORT

215 Oswald Building,

Telephone: (859) 246-6200 Lexington, Ky. 40506-0235 Fax: (859) 323-4344

REQUEST FOR AUTHORIZATION TO TEMPORARILY REMOVE EQUIPMENT FROM CAMPUS PREMISES

Policy sets responsibility for maintaining the official record of capital equipment in the office of the Chief Financial Officer, and each department is charged with responsibility for implementing internal controls designed to safeguard their capital equipment. In keeping with this policy, capital equipment may not be permanently removed from KCTCS owned premises. However, capital equipment may be temporarily removed upon written justification, proper approval, and notification to the Chief Financial Officer.

INSTRUCTIONS:

Use this form	i to request authori	ty to temporarily ren	nove capital equipment from KCTCS		
owned premi	ses and to notify th	e Chief Financial Of	ficer.		
Bus Unit:	Cam	pus:	Depart Name:		
	Property				
		Number:	Description:		
1					
2					
	RY LOCATION:	Cit	α,		
Carantan	ess: City: State: Country:				
County:	Si	ile:Co	untry:		
			e period the equipment will beTO:		
I accept full r		e security and prope	r utilization of this equipment while		
Signature:		Phone:	Date:		
Approving O	fficial:	Phone:	Date:		
			icial:		