 **Equipment relocation request form**

|  |
| --- |
| **Instruction to staff member:**  Please fill out the form with the details of the items you are requesting to temporarily relocate to your home and have this approved by your Head of School or Director prior to taking the equipment off site. |

**Items requesting to be temporarily relocated:**

|  |
| --- |
| **Item Description** |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

***Employee***

*I agree to take responsibility for the above items and that when requested by Unitec I will return these to the campus in a timely fashion.   
I acknowledge that failure to return any items may result in the replacement cost of the items being passed on to me.*

*Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***I have retuned all items as requested.***

*Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

|  |
| --- |
| **Instruction to HOS/Director:**  Please authorise the employee to temporarily relocate the above items to their home. Any damage or replacement costs will be on charged to your cost centre. Please retain this form and ensure your staff return all items when requested. If any items are not returned it is the responsibility of the HOS/Director to agree with the employee the return of the items or how the cost of replacement will be covered. |

*Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Please acknowledge the employee has returned of all items listed above and if any items have not been returned that a recovery agreement has been agreed with the employee.**

*Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*