

Requestor Name:

Campus:

Barcode #(s):

Asset Description(s):

Reason for Removal (check one): Sabbatical Remote work

Expected removal date:

Expected date of return to UNBC Campus:

Temporary offsite address:

By signing below, you acknowledge the noted assets remain the property of UNBC and must be returned to UNBC.

- Please do not remove UNBC asset stickers
- This form must be presented to Distribution Services at Main Receiving prior to the assets being removed from the Prince George Campus.
- Other campuses may email the form to: distributionservices@unbc.ca

Employee signature:

Approval- Dean/Chair/Director:

Print Name:

COMMENTS: