



### 6.3.8 Property Removal Permit

Chapter 6 - Fiscal	Original Effective Date: May 2000
Section: 6.3 Property Control	Date Last Reviewed: July 2010
Responsible Entity: Assistant Vice President for Business Affairs	Date Last Revised: July 2010

#### I. Purpose

To establish the requirements for property removal permits with UT Health San Antonio.

#### II. Scope

This policy applies to all individuals requesting the removal of property.

#### III. Policy

##### A. Policy

Permission to take UT Health San Antonio (UTHSA) property from the premises must be obtained, in writing, from the department Chair, Director, Administrator, 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.

##### B. 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, 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\_\_\_\_.

##### C. Subsequent Moves

Property originally removed from the premises on a Property Removal Permit or Service Request Form (SRF) may be moved to a new address, if a new Property Removal Permit or SRF is issued. For example, moving UTHSA equipment from the

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Southwest Research Institute to the University Health System-Downtown would require that a new permit be issued prior to the move.

**IV. Definitions**

*There are no defined terms used in this Policy.*

**V. Related References**

*There are no related documents associated with this Policy.*

**VI. Review and Approval History**

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

<b>Effective Date</b>	<b>Action Taken</b>	<b>Approved By</b>	<b>Date Approved</b>
<b>05/2000</b>	Policy Origination		
<b>07/2010</b>	Policy Revision		