

WESTERN MICHIGAN UNIVERSITY
REMOVAL OF UNIVERSITY PROPERTY FROM CAMPUS

GENERAL POLICIES AND PROCEDURES

Removal of property off campus should only be for the purpose of conducting University business away from the University. Faculty and staff members must receive written authorization to remove University property from University buildings. Authorization must be given by the employee's supervisor, manager or director. At a minimum, the department chair must approve removal of property for academic departments. No employee may approve their own request to remove or return property.

A Property Tracking System is available to obtain approval for the removal of property at <https://wapps.wmich.edu/proptrack>. The procedure manual for the system is available at <https://www.wmich.edu/accounting-services/facilities-debt-planning/facilities-forms>

If the asset has been purchased with grant funds, an e-mail notification of the authorization will be forwarded to the Grants and Contracts Office. If the asset includes a WMU tag, an e-mail notification of the authorization will be forwarded to the Facilities and Debt Planning Office.

Department/unit managers and supervisors should review the property removal authorizations annually with the employee that has the property and update the system when necessary. When the property is returned to the department or unit, the manager, director or supervisor should approve the return form acknowledging the equipment has been returned in satisfactory condition.

You should check with your department for any additional stipulations regarding this policy.