

**SCHOOLCRAFT COLLEGE**  
18600 Haggerty Road, Livonia, Michigan 48152-2696

**REMOVAL OF EQUIPMENT AND/OR FURNITURE FROM CAMPUS**

1. Complete Form #740 for approval by the appropriate administrator.
2. Retain "Requester Copy" with equipment at all times until equipment is returned.
3. Forward original copy to Campus Police before equipment is removed or moved.
4. Upon return of equipment, obtain signature of the approving administrator on "Requester Copy" and forward copy immediately to Campus Police for proper recording.
5. Equipment shall be returned clean and any damage will be reported to appropriate administrator.

Revised—Cabinet  
March 20, 1989  
July 29, 1996  
November 29, 1999  
Reviewed—Cabinet  
February 5, 2002  
Revised—Cabinet  
May 3, 2005  
Retyped—Department/Title Changes-  
September 14, 2007  
Reviewed—VP and CFO  
August 1, 2019