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