

# DEPAUL UNIVERSITY

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## Property Removal

**Category:** Operations

**Responsible Department:** Facility Operations

**Responsible Officer:** Vice President for Facilities

**Effective Date:** 06/08/2021

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### Policy Summary

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This policy provides information related to removal and movement of items from or between Loop Campus buildings.

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### Scope

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This policy affects the following groups of the University:

- Entire University Community

This policy affects all members of the university community.

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### Policy

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Title to all equipment and furnishings is vested in the University. In order to remove/move items from/between any of the Loop buildings, a Property Removal Permit (PRP) must be secured. This policy does not apply to single University-owned laptops issued to a person for off-campus use.

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### Procedures

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1. A PRP is completed by the person wishing to remove/move DePaul equipment or furnishings.
2. Approval must be obtained from the Dean, Director, Department Head or department authorized signee
3. The original of the PRP is given at the time of removal to the Public Safety Office.
  - a. CDM, O'Malley Place, Lewis Center, 14 E. Jackson and DePaul Center: The person removing the goods presents the PRP to a Public Safety Officer in the lobby. The officer signs both copies, gives the copy to the person removing the goods and retains the original.
  - b. 55 East Jackson: The person removing the goods presents the DePaul PRP to 55 East Jackson Security or he/she can type a list of items removed on departmental letterhead, have

it signed by the budget manager and present it to 55 East Jackson Security upon exiting the building.

Property Removal Permits may be obtained at any DePaul Public Safety Station on the Loop Campus.

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## **Divisional Collaborations**

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None.

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## **Contact Information**

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### **Facility Operations**

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(312) 362-8762

### **Public Safety**

Robert Wachowski, Director, Public Safety

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## **Appendices**

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[Property Removal Permit](#)

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## **History/Revisions**

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Origination Date: 02/01/1995

Last Amended Date: 06/08/2021

Next Review Date: N/A