**PERMIT TO BRING MATERIALS/ EQUIPMENT**

**FROM ONE CAMPUS TO ANOTHER**

**(for items without RIS)**

Control No.: \_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Transferred from : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Office/Unit/College)

Transferred to : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Office/Unit/College)

Purpose of transfer : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **PARTICULAR/ ITEMS** | **QUANTITY** | **PROPERTY NUMBER** **(if any)** |
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Requested by: Recommending Approval:

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Accountable Person Immediate Supervisor

College/Office/Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Head, SPMU

Signature over Printed Name of Guard on Duty Signature over Printed Name of Guard on Duty

 (Origin of PPE/S&M) (Destination of PPE/S&M)

*SPMU Copy*

 Signature of Guard on Duty(Origin of PPE/S&M)

**PERMIT TO BRING MATERIALS/ EQUIPMENT**

**FROM ONE CAMPUS TO ANOTHER**

**(for items without RIS)**

Control No.: \_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Transferred from : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Office/Unit/College)

Transferred to : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Office/Unit/College)

Purpose of transfer : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **PARTICULAR/ ITEMS** | **QUANTITY** | **PROPERTY NUMBER** **(if any)** |
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Requested by: Recommending Approval:

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Accountable Person Immediate Supervisor

College/Office/Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Head, SPMU

Signature over Printed Name of Guard on Duty Signature over Printed Name of Guard on Duty

 (Origin of PPE/S&M) (Destination of PPE/S&M)

*Originating Campus Copy*

**PERMIT TO BRING MATERIALS/ EQUIPMENT**

**FROM ONE CAMPUS TO ANOTHER**

**(for items without RIS)**

Control No.: \_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 (Office/Unit/College)

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 (Office/Unit/College)

Purpose of transfer : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **PARTICULAR/ ITEMS** | **QUANTITY** | **PROPERTY NUMBER** **(if any)** |
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Requested by: Recommending Approval:

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Accountable Person Immediate Supervisor

College/Office/Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Head, SPMU

Signature over Printed Name of Guard on Duty Signature over Printed Name of Guard on Duty

 (Origin of PPE/S&M) (Destination of PPE/S&M)

*Campus Destination Copy*

 Signature of Guard on Duty(Origin of PPE/S&M)

**PERMIT TO BRING MATERIALS/ EQUIPMENT**

**FROM ONE CAMPUS TO ANOTHER**

**(for items without RIS)**

Control No.: \_\_\_\_\_\_\_\_\_\_\_\_

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 (Office/Unit/College)

Transferred to : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Office/Unit/College)

Purpose of transfer : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **PARTICULAR/ ITEMS** | **QUANTITY** | **PROPERTY NUMBER** **(if any)** |
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Requested by: Recommending Approval:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accountable Person Immediate Supervisor

College/Office/Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Head, SPMU

Signature over Printed Name of Guard on Duty Signature over Printed Name of Guard on Duty

 (Origin of PPE/S&M) (Destination of PPE/S&M)

*End-User’s Copy*