



One Bernard Baruch Way
New York, NY 10010

AT HOME /OFF CAMPUS EQUIPMENT FORM

Please complete the form in its entirety and return the completed form via mail, fax, or email to:

Lakesha Brown, Property Manager

Campus Facilities and Operations - Box#: A-213

Phone#: 646-660-6052

Fax#: 646-660-6031

Emails: lakesha_brown@baruch.cuny.edu

Name of Faculty/Staff removing equipment off campus: _____

Off campus equipment address: _____

Department: _____ **Title:** _____

Building/Floor/Room#: _____ **Email address:** _____

Date Removed: _____

Equipment Description	Manufacturer	Model#	Serial/Service Tag#	CUNY Tag#